

COURSE IN
ISAAC PITMAN SHORTHAND

CANADIAN EDITION



CENTENARY EDITION



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Course in Isaac Pitman Shorthand

An Exposition of the Author's System
of Phonography, designed for use in
Business Colleges, High Schools, and
for Self Instruction

Isaac Pitman

TORONTO, CANADA
THE COMMERCIAL TEXT BOOK COMPANY

NEW YORK

ISAAC PITMAN & SONS, THE PHONOGRAPHIC DEPOT,
2 WEST 45TH STREET

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
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
ISAAC PITMAN'S COURSE IN SHORTHAND


LESSON 1.


CONSONANTS AND SECOND-PLACE LONG VOWELS.

1. The student must remember that when he is writing shorthand he is to write strictly according to SOUND, leaving out all silent letters. In other words, the spelling in Isaac Pitman Shorthand is *phonetic*, the ordinary spelling being entirely disregarded, and the *sounds* of the words only being represented by the shorthand characters employed. The following examples will illustrate the method to be followed :


Calm would be spelt *k-ah-m*, and would be written 

Tomb " " " *t-ōō-m*, " " " " 


Knee " " " *n-ē* " " " " 


Door " " " *d-ō-r* " " " " 


Mail " " " *m-ā-l* " " " " 

Pole " " " *p-ō-l* " " " " 









Pier " " " *p-ē-r* " " " " 

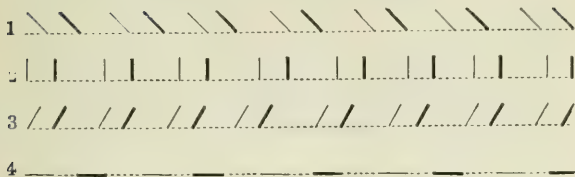
Sew " " " *s-ō* " " " " 

Meal " " " *m-ē-l* " " " " 

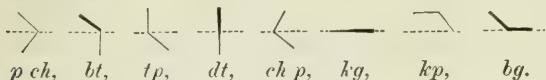
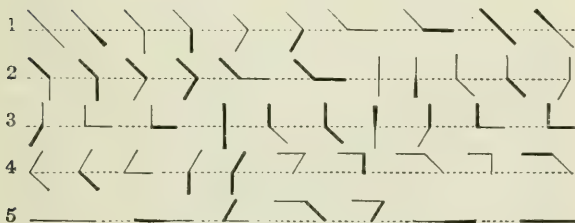
Name " " " *n-ā-m* " " " " 

2. In order that the writer may spell phonetically, in accordance with the foregoing directions, he is provided with a sign for every sound in the language. The following eight signs represent the first eight consonants of the phonographic alphabet. The learner will notice that the signs are given in pairs, a light sign and a heavy one; and that the *light sign* represents a *light sound*, while the *heavy sign* represents a *heavy sound*. There is, therefore, a correspondence between the sounds heard and the signs used to represent them. He should copy the signs over and over again, until he knows them thoroughly, and can name and write them with ease. Facility in the use of the shorthand characters will come with practice. The *upright* and *slanting letters* are to be written *downward*, with the ends resting on the ruled line in the writer's note-book. The *horizontal letters* are to be written from *left to right*, and *resting on the line*, as in the examples which follow.





Letter.	Character.	Name.	As in
P		pee	rope, past, pay
B		bee	robe, boast, bay
T		tee	fate, tip, oat
D		dee	fade, dip, ode
CH		chay	etch, chest, choke
J		jay	edge, jest, joke
K		kay	leek, Kate, pick
G		gay	league, gate, pig





Exercise 1.*Read, copy, and transcribe.*

3. Outlines containing two or more consonants should be written without lifting the pen from the paper, a following stroke commencing where the preceding one ends; thus

**Exercise 2.***Read, copy, and transcribe.*

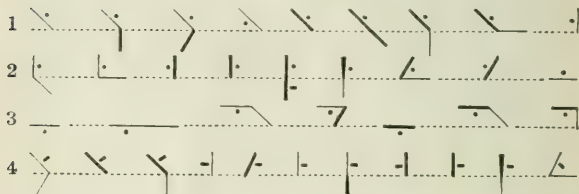
4. The long vowels \bar{a} and \bar{o} , as heard in the words *say* and *go*, are represented by a heavy dot and a short, heavy dash respectively. These vowels are called second-place vowels, because there are three places for vowels alongside of each consonant stroke, and these two vowels are put in the *middle* or *second* place; as $\text{---}\bar{a}\text{---}$ *pay*, $\text{---}\bar{o}\text{---}$ *gay*, $\text{---}\bar{a}\text{---}$ *doe*, $\text{---}\bar{o}\text{---}$ *Co.*

5. A vowel placed at the *left hand side* of an *upright* or *slanting* consonant, or *above* a *horizontal* consonant, is read *before* the consonant; thus  *ape*,  *oat*,  *age*,  *oak*.


6. A vowel placed at the *right hand side* of an *upright* or *slanting* consonant, or *below* a *horizontal* consonant, is read *after* the consonant; thus  *bay*,  *toe*,  *jay*,  *go*.

Exercise 3.

Read, copy, and transcribe.



7. The learner will observe that in all the words of the preceding exercise the *first downstroke* rests *on* the line; and that where a downstroke is preceded by a horizontal letter, the latter is written *above* the line, so that the downstroke may rest *on* the line. The position thus indicated is called the *second position*, and the words in the preceding exercise are written in this position because the vowel in each word is a *second-place* vowel. In succeeding exercises, wherever the vowel, or, if there be more than one vowel in the word, the *principal* or distinguishing vowel, is a *second-place* vowel, the outline must be written in the *second position*, as here explained.

8. In shorthand, a small cross (x) is used for a period; the sign  is employed to express a dash; and other punctuation marks are written as usual. Two

LESSON 2.

CONSONANTS AND FIRST-PLACE LONG VOWELS.

10. The next four pairs of consonants are *curves*, and they are written *downward*. They may be joined to each other, or to other consonants, in the same way as the straight letters are joined, a following consonant commencing where a preceding one ends.

<i>Letter.</i>	<i>Character.</i>	<i>Name.</i>	<i>As in</i>
F	↵	ef	safe, fāt, leaf
V	↵	vee	sare, rat, leave
TH	(ith	wreath, thigh, bath
TH	(thee	wreathe, thy, bathe
S)	ess	ice, sigh, lace
Z)	zee	ooze, Zion, lazy
SH	↷	ish	ash, she, lash
ZH	↷	zhee	measure, treasure, usual

preceding lesson. The vowels *ah* and *aw*, however, are called *first-place* vowels, because they are put in the *first* vowel place, *i.e.*, at the *beginning* of a consonant; thus

pa, *paw*, *caw*, *auk*.

13. (a) The outline of any word containing a *first-place* vowel only, or in which the principal or distinguishing vowel is a *first-place* vowel, is written in the *first* position, *above* the line; thus *Shah*.

(b) When the word consists of a horizontal letter preceded or followed by an upright or slanting letter, the horizontal letter is raised, so as to allow the upright or slanting letter to occupy the first position; thus *talk*.

(c) If the word consists of more than one upright or slanting letter, it is the *first* of such letters which must occupy the first position. Note the following examples:

buu, *caulk*, *caved*, *bought*, *daub*.

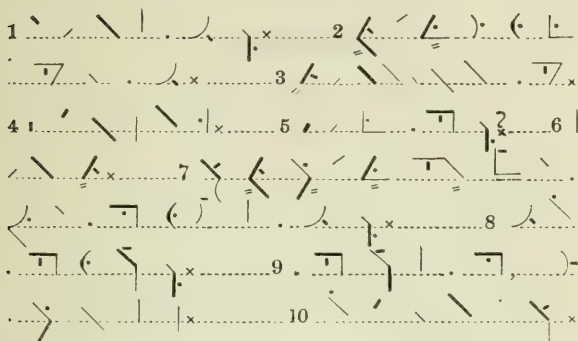
Exercise 8.

Read, copy, and transcribe.

1
 2
 3

GRAMMALOGS.

awe or *ought*, *who*, (up) *and*, (up) *should*,
happy, *up*, *put*, *by*, *bye*, *buy*, *be*,
to be, *at*, *it*, *out*.

Exercise 9.*Read, copy, and transcribe.***Exercise 10.***Write in Shorthand.*

1. Both Joe Cope and Jake Page showed a goat at the show to-day.
2. Job, take the boat and put it up by the gate.
3. Who bought all the cocoa to-day?
4. Pa paid the page to-day, so he should be happy.
5. Who saw the cape pa bought at the show?
6. It ought to be put on the coach.
7. They say Job Bate put all the folk on the boat and towed it to the bay.

LESSON 3.

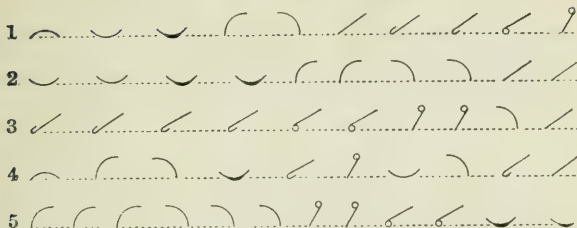
CONSONANTS AND THIRD-PLACE LONG VOWELS.

14. The remainder of the consonants are single strokes, not pairs, and they are all *light* signs except ㄣ (ng), which is heavy. The three *horizontal* letters ㄟ, ㄚ, ㄛ, are written from *left to right*; ㄥ, ㄟ, ㄚ, ㄛ, are written *upward*; and ㄣ and ㄣ are written *downward*.





Letter.	Character.	Name.	As in
M	ㄇ	em	seem, met, chime
N	ㄋ	en	seen, net, China
NG	ㄣ	ing	long, sing, fang
L	ㄌ	el	tal', life, meal
R	ㄣ	ar	army, arose, bore
R	ㄟ	ray	rate, rogue, right
W	ㄚ	way	wade, aware, weep
Y	ㄛ	yay	Yale, yoke, yore
H	ㄣ	hay	hope, adhere, hurry
H	ㄣ	hay	high, hew, hook




Exercise 11.






Read, copy, and transcribe.



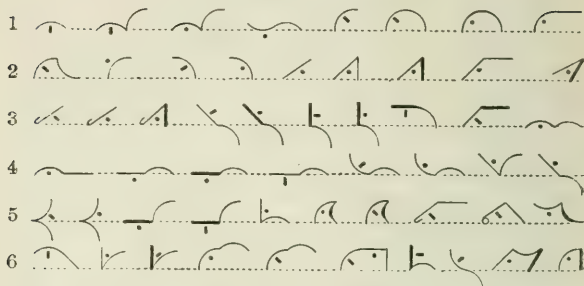
15. The consonants R and H are each provided with two forms, an upstroke and a downstroke. This is for convenience of joining to other consonants, and also for the purpose of *vowel indication* in fast writing. The rules governing the use of these forms will be fully explained in a later lesson, but, meanwhile, the following brief statement will be useful:

(a) Downward R is written before *m*, as  *roam*, but, with this exception, when a word *begins* with the sound of R, or *ends* with R and a *sounded vowel*, the *upward* form is used; as  *ray*,  *rogue*,  *Pharaoh*.

(b) When a word *begins* with a vowel followed by R, or *ends* with the sound of R, the *downward* form is used; as  *air*,  *ore*,  *fare*.

(c) The *upward* form of H is used, *except* when H *stands alone* or is followed by  or ; as  *hay*,  *hawk*,  *Hague*.









16. The consonants of the last group are joined to one another, and to other consonants, in the manner already explained with regard to the letters previously treated.

Exercise 12.*Read, copy, and transcribe.***Exercise 13.***Write in Shorthand.*


1. May they *all* take a share at the game?
2. Mail the bale of tape to Hague and Hay to-day.
3. Take *all* the coal by boat to-day.
4. Put up a loaf; be out by four; and take the coach at the gate.
5. Paul and Jake may be at the shore.
6. They *should* all be out by four.

17. The vowels *ē* and *ōō*, as heard in the words *keep* and *cool*, are expressed, like the vowels already explained, by a heavy dot and a short heavy dash respectively. They are called *third-place* vowels, because they are written in the third vowel place, *i.e.*, at the end of a consonant; thus ...|... *tea*, -... *loo*, -... *fee*, ...-... *eke*.

18. (a) The outline of any word in which the vowel, or the principal or distinguishing vowel, is a *third-place* vowel, must be written in the *third position*, *through* the line; and when the outline of the word consists of an upright or slanting letter immediately preceded or followed by a horizontal letter, the latter is *lowered*, so

that the upright or slanting letter may be written through the line; thus  keep,  keyed,  move,  cool,  peach,  teach,  eve,  rue.

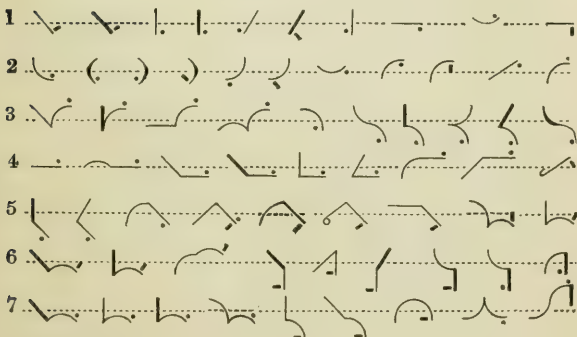
(b) It will be seen, therefore, that the *first upright or slanting letter* in an outline must occupy the position as required by the principal vowel in the word, the other letters being raised or lowered accordingly.

(c) There is, however, *no third position* for words whose outlines consist of horizontal letters only. When the vowel or principal vowel in such words is a third-place vowel, the outline is written in the *second position, on the line*; thus  meek.

19. When a *third-place* vowel occurs *between two strokes*, it is written *before the second stroke*, as in the preceding examples.

Exercise 14.

Read, copy, and transcribe.

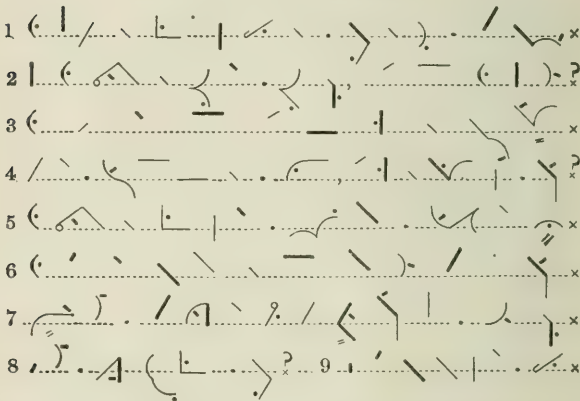


GRAMMALOGS.

... had, | do, ... different or difference, ... much,
 / which, ... each, ... large, ... can, — come,
 ... go or ago, — give or given.

Exercise 15.

Read, copy, and transcribe.

**Exercise 16.**

Write in Shorthand.

1. *Which way should they go to reach the pool?*
2. *Do they read a different page to-day?*
3. *He may go by the coach, and take the boat at the pier.*
4. *Go, Joe Booth, and show the poor page the difference.*
5. *He should be on the road by four.*
6. *They had to go a different way at sea.*
7. *They fear they may be out of the way.*
8. *Leave a large share of the food on the boat; it may make much difference to Joe Shaw.*

LESSON 4.













SHORT VOWELS.

20. The *short* vowels, *ă*, *ĕ*, *ĭ*, *ŏ*, *ŭ*, *ō*, as heard in the words "*Thăt pĕn ĭs nŏt mŭch gŏod*," are expressed by dots and short dashes similar to those employed for the representation of the long vowels already explained; but the signs for the *short* vowels are made *light*, in order to show the short, or light, sounds of the vowels.

21. The short vowels, like the long vowels, are named according to the position they occupy with regard to a stroke consonant. Thus *ă*, *ĕ*, *ĭ*, are called respectively *first-place*, *second-place*, and *third-place* vowels; while *ŏ*, *ŭ*, *ō*, are also, in the order given, *first-place*, *second-place*, and *third-place* vowels. Note the following examples: *băt*, *bĕt*, *bĭt*, *lŏck*, *lŭck*, *lŏok*.

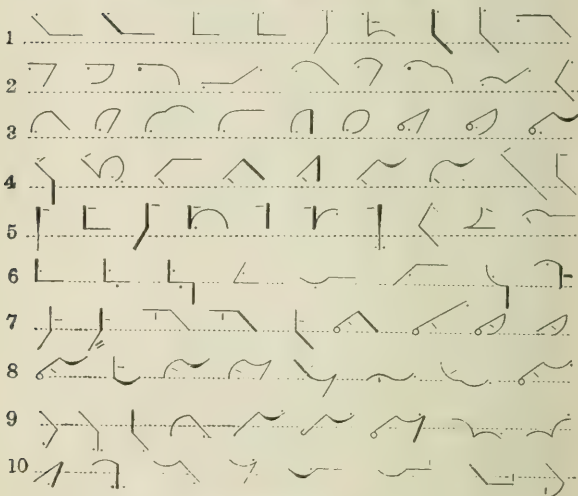
22. All *first-place* vowels and *second-place* vowels, whether *long* or *short*, occurring between two strokes, are written *after the first stroke*. All *third-place* vowels, whether *long* or *short*, occurring between two strokes, are written *before the second stroke*. Note the following pairs of words: *bale*, *bell*; *raid*, *red*; *fade*, *fed*; *date*, *debt*; *roam*, *rum*; *robe*, *rub*; *goal*, *gull*; *shade*, *shed*; *keel*, *kill*; *leave*, *live*; *peak*, *pick*; *meal*, *mill*; *heed*, *hid*.

23. The rules for the position of outlines of words containing short vowels are exactly the same as those

governing the position of words containing long vowels.
 For example:  palm,  pack;  bake.
 beck;  deem,  dim;  wrought,  rot;
 coal,  cull;  pool,  pull.

Exercise 17.

Read, copy, and transcribe.



Exercise 18.

Write in Shorthand.

1. Pack the bag and take it to the gig at four.
2. Ask Jim to fetch the check book, and put it on the ledge.
3. Take the money, and buy a jar of ink.
4. They may all go to the dock and see the ship off.

5. Ask Tom *to be* awake and ready to go on to the ship by four.
6. Hurry up, Jack Murray, and carry all the baggage to the hotel.
7. The happy fellow rowed away to the ship.
8. Do they owe a debt to Adam Bailey?
9. Ask Kitty Webb to take a dollar out of the bag, and go and buy the calico.
10. They may all go on Monday to see the game of golf.
11. May they take a share of the sherry to poor Jim King?
12. They go by the ship "Carrie," and they hope to be back by the fourth of March.

GRAMMALOGS.

half, if, have, thank-ed, think,
youth, though, them or they.

Exercise 19.

Read, copy, and transcribe.

1. half, if, have, thank-ed, think, youth, though, them or they.

2. half, if, have, thank-ed, think, youth, though, them or they.

3. half, if, have, thank-ed, think, youth, though, them or they.

4. half, if, have, thank-ed, think, youth, though, them or they.

5. half, if, have, thank-ed, think, youth, though, them or they.

6. half, if, have, thank-ed, think, youth, though, them or they.

7. half, if, have, thank-ed, think, youth, though, them or they.

8. half, if, have, thank-ed, think, youth, though, them or they.

9. half, if, have, thank-ed, think, youth, though, them or they.

10. half, if, have, thank-ed, think, youth, though, them or they.

Exercise 20.





Write in Shorthand.







1. *They think they may have to go to the bank and cash a check to pay the youth the money.*
2. *The youth may be happy if they pay half the bill.*
3. *Though they go out on the tenth, they may come back by an early mail.*
4. *Who can envy them if they have to take the shabby coach back to-morrow?*
5. *They should take the keg to the back of the shed.*
6. *He came back to them a month ago.*
7. *They have to go and thank the judge to-day.*
8. *Ask the youth to take the canoe and fetch the fish.*
9. *They think the lad may have to go to Canada in a month.*
10. *Half the party came to give a vote each to Adam Bailey.*










LESSON 5.








DIPHTHONGS AND PHRASEOGRAPHY.



24. The four diphthongs *i*, *ow*, *oi*, and *ū*, as heard in the words *bite*, *cow*, *boil*, and *few*, are expressed as follows :



 *i*,  *ow*,  *oi*,  *ū*.



25. The diphthongs *i* and *oi* are written in the *first* vowel-place, at the *beginning* of a stroke; and, therefore, the outlines of words in which either of these is the only or principal vowel-sound are placed in the first position, *above* the line; thus  *boy*,  *boil*,  *boiler*,  *tie*,  *tile*,  *tiler*.







26. The diphthongs *u* and *ow* are written in the *third* vowel-place, at the *end* of a stroke; and, therefore, the outlines of words in which either of these is the only or principal vowel-sound are placed in the third position, *through* the line; thus  *purely*,  *purity*,  *purify*,  *cube*,  *cubic*,  *rout*,  *bout*,  *allow*,  *allowed*.

27. A small tick, upward or downward, attached to a diphthong-sign expresses any short vowel; thus  *diary*,  *dial*,  *piety*,  *loyalty*,  *vowel*,  *manual*,  *riot*. The sign representing a diphthong and vowel is called a *triphone*.

28. (a) The diphthong \bar{i} may be joined initially to a downstroke, as  *item*,  *ice*.











(b) The diphthongs *ow* and *oi* may be joined initially to upward *l*, as  *owl*ish,  *oil*ing.











(c) The diphthongs *ow* and \bar{u} may be joined finally to a downstroke, as  *bough*,  *due*.











(d) The diphthongs \bar{u} , *ow*, and \bar{i} , may be joined to the consonants *k*, *g*, *m*, *n*, and *l* (up), thus  *cue*,  *argue*,  *renew*,  *value*,  *now*,  *nigh*.











Exercise 21.











Read, copy, and transcribe.











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









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Exercise 22.




Write in Shorthand.














1. *Do they know of the failure of Hugh Riley?*
2. *All the folk think and say he should retire by July.*
3. *The tide may wash away the dike by five.*

4. *Should the envoy come out to-day, he may enjoy a ride to Albany.*
5. *The puny deputy duly came and valued the couch.*
6. *They had to show the check given them by 'Tom Lloyd.*
7. *The lively dealer took a widely different view of the affair to-day.*
8. *If they deny my right to go out on the tenth, they may all rue it.*
9. *They assume a large share of the duty; but they have no right to it, and they may have to give it up.*
10. *Pursue a life of purity, and so rebuke them.*
11. *They should decoy the rowdy fellow to the review, and leave the rogue to enjoy the air.*
12. *If they take refuge on the boat, they can defy the power of the enemy to take them or to move them away.*

GRAMMALOGS.



























.....^v *I* or *eye*, [^] *how*, [^] *why*, [^] *ay* (yes).
[^] *beyond*, ^o *you*, ^c *with*, ^c *when*, ² *what*, ^o *would*.

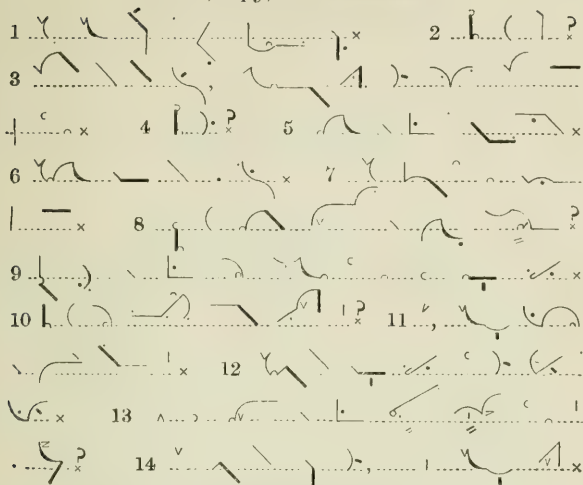
29. Longhand writers often join words together without lifting the pen from the paper. The same may be done in shorthand. The practice of joining words in this way is called *Phraseography*, and the words thus joined make a *Phraseogram*. The first word of a phraseogram (generally a grammalog) should occupy the position which it would occupy if it stood alone. Thus, a phraseogram commencing with *I* should commence above the line, because *I*, as a logogram, is written above the line, as . *I have*,  *I think*,  *I say*. A first position logogram, however, may be slightly lowered or raised to permit of the following

word being written through or over the line; as  *I see*,  *with much*. A phraseogram beginning with *you* should begin on the line, because *you*, as a logogram, is written on the line when it stands alone; thus  *you may*,  *you should be*. When joined to , , or , the sign  may be shortened to ; thus  (*I'm = I am*),  (*I'll = I will*),  *I can*. The vowel should be inserted in the phraseogram  *to go*.

The following examples of phraseograms should be carefully read and copied by the learner.

PHRASEOGRAMS.

 I have	 how can they
 I have had	 why do you
 I will	 why have you
 I will be	 you can
 I am	 with much
 I may be	 with which
 I may	 with each
 I thank you	 when they
 I think you should be	 what do you
 you will	 what may be
 you will be	 what can be
 you may be	 it would be
 if you should be	 and if you should be

Exercise 23.*Read, copy, and transcribe.***Exercise 24.**

The *phrases* in this and following exercises are indicated by the *hyphen*.

Write in Shorthand.

1. *Do-you think you-can rely on-them to-take all the money to the bank to-day?*
2. *Why-do-you ask the poor youth to ride the lame mule?*
3. *If-you-should-be back by five, I-may come and see you.*
4. *I-think I-am likely to be away by the time you get back.*
5. *I-think-you-should ask them to-take the oil back.*
6. *Why-do-you assume the right to argue with so shabby a fellow?*
7. *I-think-you-should wire them, if-you think you-can-do what they ask you to-do.*
8. *How-can-they ask you to-go to Ithaca to-morrow?*
9. *I-think I-may guarantee the tube to be all-they say.*
10. *I-may-be wrong, but I-think I-am right.*

LESSON 6.

REVIEW.

30. In this lesson the learner is asked to review the rules set forth in the preceding pages; to learn eight more grammalogs; and to practise those he has already learned.

31. The preceding rules may be briefly summarized as follows :

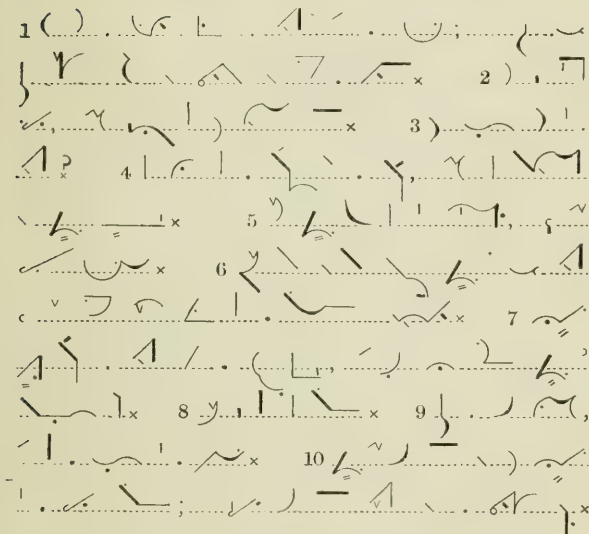
- (a) Isaac Pitman Shorthand is *phonetic*, the *spelling* being by *sound*.
- (b) There are *twelve vowels*, expressed by dots and dashes, and written in *three places*, above, below, or by the side of consonants.
- (c) There are *three positions* for writing outlines, and the position of a word is governed by its vowel, or principal vowel.
- (d) There are *four* double vowels or *diphthongs*.
- (e) There are *two* forms *each* for R and H, the alternatives being provided for easy joinings and for vowel indication.
- (f) Words of frequent occurrence are expressed by one of their letters. Such words are called *grammalogs*.
- (g) *Phraseography* is the name given to the principle of joining *words* together.

GRAMMALOGS.

... saw,) so or us, ... see, sea,) was, ... whose,
 / shall, ... wish, / usual-ly.

Exercise 25.

Read, copy, and transcribe.



Exercise 26.

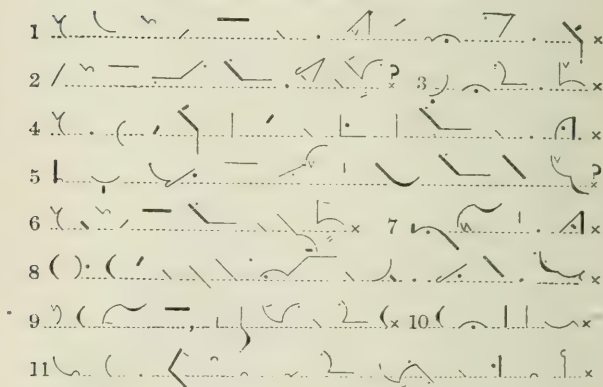
Write in Shorthand.

1. *Do-you know the name of the ship lying out by the buoy?*
2. *I-think it-was on the fourth of July he came to see us.*
3. *I-think I-saw the youth go out a minute ago.*

4. *You appear to-have a fear of the large youth who came to us at the farm.*
5. *To be of value ought to be the wish of each of you.*
6. *I-wish I-had given the rod away ere the thief took it.*
7. *Do-you know whose it-can-be?*
8. *Why should-they say I-am out?*
9. *What difference can-it make to-you if I-have to-go out by the tenth?*
10. *I-see-you know two of-them.*

Exercise 27.

Read, copy, and transcribe.



Exercise 28.

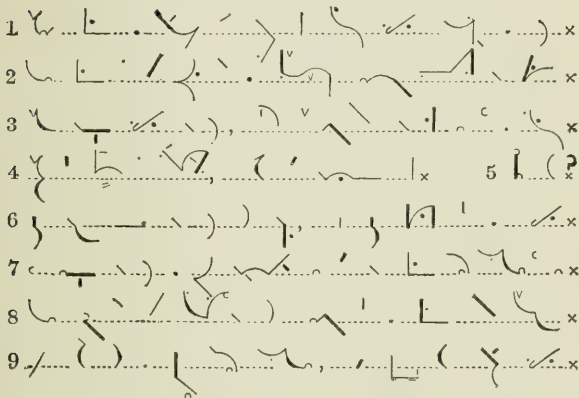
Write in Shorthand.

1. *I-shall-be happy to-have-you do-so if-you-can manage it.*
2. *Do-you think he knew the difference?*
3. *I-think-so; but I-will ask the fellow.*
4. *If-they go out, I-think-you and-I may go out too.*

5. *Though they-may say no, I-know it shall-be different.*
6. *I-think it-was usual to-give it to-each of-them.*
7. *You and-I usually go all the way by the sea.*
8. *I-think the new book may-be of value to us now.*
9. *If-you-like to-give them a copy, they-may-be happy to read it.*
10. *They thanked the youth who carried the baggage to the ship, and he-was happy.*



Exercise 29.















Read, copy, and transcribe.



























LESSON 7.

CIRCLE S AND Z.

32. The sounds of *s* and *z* are two of the most frequently occurring sounds in the language, and it is, therefore, necessary that they should be provided with very easily written signs. The student has learned that the sign  expresses *s*, and that the sign  expresses *z*. These sounds, however, are also represented by a *small circle*, which is easily written and at the same time joins readily with the various stroke consonants.

33. When the circle *stands alone*, or is joined to *straight consonants* not forming an angle, it is written in the direction *opposite* to that in which the hands of a clock move round; thus  *sp*,  *ps*,  *psp*,  *st*,  *ts*,  *tst*,  *sch*,  *chs*,  *sk*,  *ks*,  *ksk*,  *sr*,  *rs*,  *rsr*.

34. When the circle occurs between two straight strokes *forming an angle*, it is written *outside the angle*; thus  *bsch*,  *tsp*,  *jsp*,  *ksp*,  *ksr*,  *rsk*.

35. When joined to *curved letters*, the circle is written *inside the curve*; and when it occurs *between two curves* it is usually written *inside the first curve*; thus  *sf*,  *fs*,  *fsf*,  *ss*,  *ss*,  *ssr*,  *sm*,  *sms*,  *rsu*,  *ksu*,  *usk*,  *msr*,  *sl*,  *sls*,  *slsr*,  *ssh*,  *sshs*,  *msu*.

36. The circle *s* is always read *first* at the *beginning* of a word, and *last* at the *end* of a word; thus *eat*, *seat*, *seats*; *tow*, *stow*, *stows*; *eke*, *seek*, *seeks*; *oar*, *soar*, *soars*; *suppose*, *cities*, *series*.

37. At the *end* of a stroke, or in the *middle* of a word, the circle may be used to express *either s or z*; but at the *beginning* of a word it can be used to express the *light* sound of *s only*; as *race*, *rose*, *racer*, *raising*; *sorrow*, *zero*; *seal*, *zeal*.

Exercise 30.

Read, copy, and transcribe

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






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












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
















Exercise 31.*Write in Shorthand.*

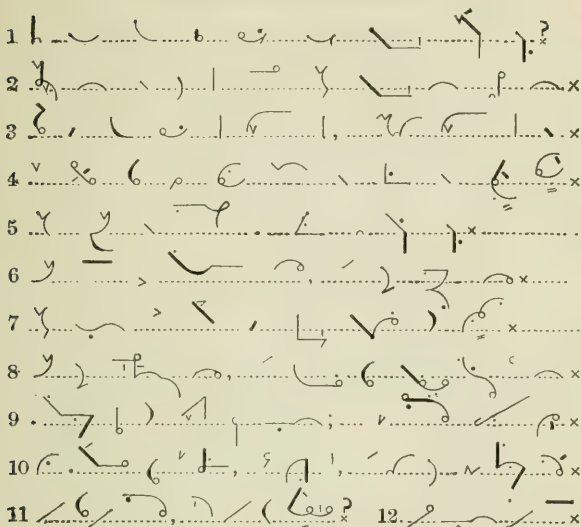
1. Soap, soups, stew, side, such, spares, spokes.
2. Seeds, schemes, spoils, skips, scoop, speed.
3. Safes, south, slow, solo, soon, smokes, mice.
4. Smith, snaps, sold, snares, smacks, solids.
5. Sky, scares, spades, signs, designs, dies.
6. Face, voice, revise, canvas, bonus, police.
7. Atlas, tusk, risks, bestows, rasps, gossip.
8. Chosen, visits, masks, resumes, desires, pacifies.
9. Tuesday, Wednesday, deceit, tacit, nonsense.
10. Sykes, stay, sums, sinews, maxims, abuse.

38. When the stroke  precedes a circle and curve, or follows a curve and circle, it is written in the *same direction* as the circle; thus  *lessen*,  *Lawson*,  *lesser*,  *toilsome*,  *vessel*,  *thistle*,  *cancel*,  *muscle*.

39. The word *the*, which is represented by a light dot on the line, is also expressed by a light, slanting *tick*, joined to the preceding character, and written either upward or downward, in the direction which will give the sharper angle; thus  *of the*,  *to the*,  *and the*,  *should the*,  *I think the*,  *I have the*,  *with the*,  *when the*,  *he is the*,  *it is the*,  *is the*,  *as the* or *has the*. The first stroke of  *on the* must be written slanting, in order that it may not clash with  *I*. The tick *the* can never be used at the *beginning* of a word or sentence.

GRAMMALOGS.

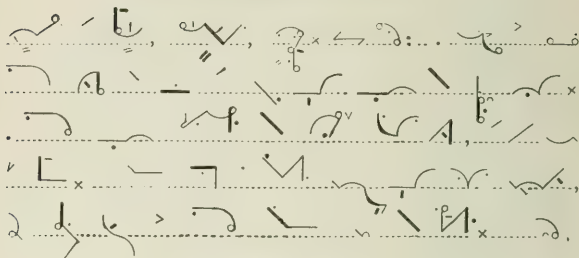
 *as or has*,  *is or his*,  *because*,  *itself*,  *those*,  *this*,  *these or thus*,  *myself*,  *himself*,  *me or my*,  *him or may*,  *are*,  *our or hour*,  *we or way*,  *in or any*,  *no or know*,  *own*.

Exercise 32.*Read, copy, and transcribe.***Exercise 33.***Write in Shorthand.*

Sir:

Those silks you spoke of came to this office to-day, and-I shall thus be ready to show them to-my customer on-Wednesday. He-comes himself to see me, because he-has to pass my office on-his way to-the depot. He-is a large buyer. I-myself had business dealings with him a long time ago. The silk itself is all-right; the designs are nice; and so I hope to-do a big business with our new shades.

Yours,












Exercise 34.*Read, copy, and transcribe.***Exercise 35.***Write in Shorthand.***Sirs :**








We are in receipt of yours of May 4th, advising us of the dispatch of the six dozen silk parasols, and we hope to receive these in a few days' time. Our customers are feeling some annoyance at the delay, and we fear we are losing business. If you are now ready with the new season's designs in ladies' capes and costumes, we should like to see them.

Yours,







LESSON 8.







LOOPS *ST* AND *STR*.

40. A *small loop*, half the length of the stroke to which it is attached, represents *st*; thus  *ache*,  *stake*,  *stale*,  *store*,  *stout*. When written at the *beginning* of a stroke the loop represents *st* only; but when written at the *end* of a stroke it represents either *st* or *zd*; thus  *coast*,  *accused*,  *mist*,  *amused*. The loop may also be used *medially*, when convenient; thus  *justify*,  *toasting*.

41. A *large loop*, two thirds the length of the stroke to which it is attached, represents *str*; thus  *poster*,  *luster*. The *str* (*ster*) loop must *not* be written at the *beginning* of a word; but it may be employed *medially*, as in  *masterpiece*. The circle *s* may be added to the loops, thus  *coasts*,  *masts*,  *posters*,  *lusters*.









42. The loops *st* (*stee*) and *str* (*ster*) follow the *same* rule of writing as the *circle s*; that is, they are written with a *backward* motion (in the *opposite* direction to that taken by the hands of a clock) when attached to *straight* letters, and *inside curves*. The loops also follow the *same* rule of reading as the *circle s*; so that the loop *st* is always read *first* at the *beginning* of a word, and *last* at the *end* of a word; while the loop *str* (which is never used initially) is always read *last* at the *end* of a word.










43. The following examples will show the similarity between the rules for circle *s* and for the loops *st* and *str*; thus  *pass*,  *past*,  *pastor*,  *pastors*;  *soup*,  *stoop*; *seal*, *steal*; *mass*, *mast*, *master*, *masters*.








44. The vowel *aw* may be joined initially to upward *l* as  *awl*,  *also*; and the logogram  *aw (all)* may be joined in compound words like  *almost*,  *already*,  *all-wise*.










Exercise 36.










Read, copy, and transcribe.










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


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








3       










4         










5         










6         

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Exercise 37.

Write in Shorthand.

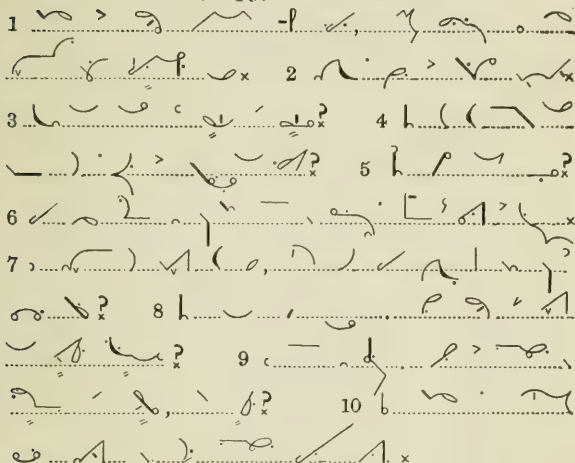
1. Rusts, mast, mist, paced, raced, faced, best.
2. Stab, steal, sting, stop, stoop, star, stark, stale.
3. Stung, stinging, stoves, steer, west, waste, wastes.
4. Past, pests, tossed, jests, fused, sneezed.
5. Voiced, rejoiced, amassed, August, spaced.
6. Reposed, dismissed, fastest, advised, revised.
7. Chester, Manchester, musters, ministers.
8. Tasters, coasters, feasters, Bagster, Dexter.

GRAMMALOGS.

o first, most, must, influence, in-
fluenced, next, suggest-ed.

Exercise 38.

Read, copy, and transcribe.










Exercise 39.






Write in Shorthand.





Sir: The names of-the vessels are-the Star and-the Chester. The Chester goes out on-Wednesday next, the first of July, and-is most likely to-reach Adelaide by-the first of August. She has usually a heavy cargo on-the passage out. If-you-will-be influenced by our advice, you-will book a passage by-this vessel to-day. You-must own you have-no-time to-waste if-you-are to be in-time to influence Webster and Staveley. The last of-the bales was invoiced to-day. The rest of-the business can-be discussed when you-come to-the office. Yours,





LESSON 9.





CIRCLES *sw* AND *ss*.





45. A *large circle* at the *beginning* of a stroke represents *sw*, as  *sweep*,  *swim*,  *switch*; and a *large circle* at the *end* of a stroke represents the *light* or *heavy sound* of *ss*, as  *paces*,  *raises*,  *faces*,  *causes*.











46. The circles *sw* (*sway*) and *ss* (*ses*) are written in the same direction as the circle *s*. The *sway* circle can be written *only* at the *beginning* of a word, as  *sweet*; but the *ses* circle may be written in the *middle* or at the *end* of a word; thus  *necessity*,  *nieces*,  *excessive*,  *cases*.

47. When a vowel *other* than short *e* occurs between the consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus  *insist*,  *exercise*,  *exercises*,  *Colossus*.

48. (a) The *sw* circle is employed in *phrasing* to express the words *as we*; thus  *as we have*,  *as we think*,  *as we can*. It is also used in the phrase  *as well as*.

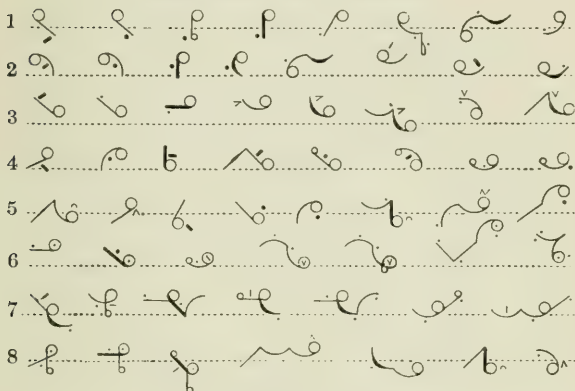
(b) The *ss* circle is employed in *phrasing* to express the *two s's* in such phrases as  *this is*,  *it is said*,  *as soon as*,  *in this city*.

(c) The circle *s* may be used instead of the *st* loop in phrases like  *it must be*,  *you must receive*,  *last time*,  *next time*.

49. To avoid an awkward outline, the upward / is written, whether there is a final vowel or not, when *r* follows a straight upstroke, or *ks* or *gs*, or a curve and circle like  or ; thus  were,  weary,  Kaiser,  geyser,  officer,  viscera,  answer,  necessary.

Exercise 40.

Read, copy, and transcribe.



Exercise 41.

Write in Shorthand.

1. *It-is-said the ship Swallow is to-sail on Tuesday ; but-this-is wrong as-we-know she-is still in ballast.*
2. *As-we-have-said, she-is-the swiftest, as-well-as-the biggest, steamer they own.*
3. *As-we-can easily ship all-the cases to-morrow, you-must-be ready to-mail all-the invoices.*
4. *You-must emphasize the necessity of-the case, and see to-the boxes being ready in-time.*

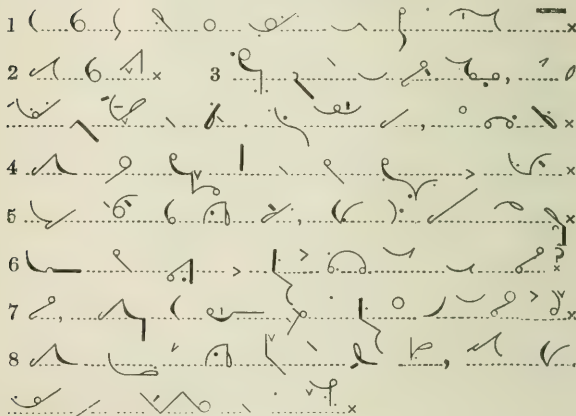
5. *It-is-said he refuses to-give us-the allowances on-the pieces of silk.*
6. *If-he chooses to-resist us, what-can-they do with-the pieces?*
7. *They-may insist on refusing-the laces because of-the excessive charges, and may ask us to change them, as-soon-as-they know-the cost.*
8. *You-must-receive a check, same as last-time.*

GRAMMALOGS.

..... as is, o is as, 6 this is or themselves, ---o our-
 selves, \ special-ly, -- speak, e several, o yes,
 / high, o house

Exercise 42.

Read, copy, and transcribe.

**Exercise 43.**

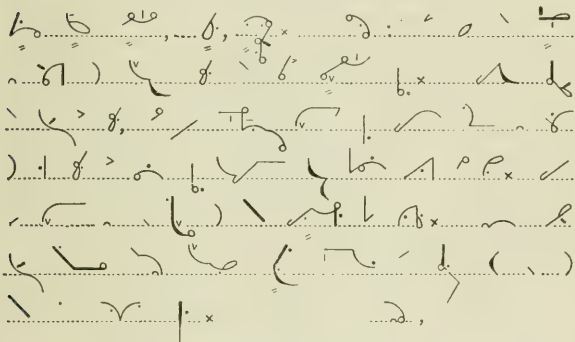
Write in Shorthand.

1. *Do-you know if-they themselves have sold-the switch to-the new firm, as-is said to be-the case?*

2. *Yes, we-have ourselves seen several of-the switches in use, and-we-have special reasons to-suppose the fact to be as you state.*
3. *We-are specially desirous of-having-the new Benson steel tubes put to a test, and-we-think Benson's themselves should see-the test, so they-may see-the fact is-as we say it-is.*
4. *I-will speak to-the head of-the firm, and suggest a test the next-time I-am-in-the-city.*

Exercise 44.

Read, copy, and transcribe.



Exercise 45.

Write in Shorthand.

Swan & Lester,
Winnipeg, Man.

Sirs :

We-have a special sale of essences and sweet syrups to-day, as-it-is-necessary to dispose of-some of-our stock. As-we-know just what you use, we-can, if-you-like, select a dozen cases and set them aside, and you-can take same as-soon-as you-are ready. How-many shall we set aside? Shall we despatch a dozen specially nice cases?

Yours sincerely,

LESSON 10.

VOWEL INDICATION.

50. A vowel cannot be read *before* an initial circle or loop (see paragraphs 36, 42, 46). It follows, therefore, that when a word *begins* or *ends* with a vowel, a *stroke* consonant must be employed, and not a circle or loop; thus ask, assail, asleep, rosy, daisy, dusty, honesty. Compare these words with sack, sail, sleep, rose, days, dust, honest.








51. A vowel cannot be shown *between* the letters expressed by a *loop*. The *separate* letters, therefore, and not a loop, must be written in such words as beset, tacit, reside, pasture, visitor. Compare these words with best, taste, raised, pastor, investor.








52. The stroke *s* is written at the *beginning* of a word when *s* and a vowel *form* a *syllable* and are followed by *another* vowel, or by *s* or *z*; thus science, Siam, sighing, saucer.

53. The stroke *s* is written at the *end* of a word when the syllable *-ous* is immediately preceded by a diphthong; as tortuous, joyous.

54. The stroke *s* is retained in compound words like saw-mill, saw-dust, sea-beach, sea-gull.








55. It will be seen from the foregoing rules, and from the rules for writing *k* (paragraph 15), that the *outline*







of a word frequently indicates the *presence* or *absence* of a vowel, and that, therefore, the writer may safely omit an initial or final vowel in very many words. Thus, he need not insert the initial vowel in words like  *ask*,  *assume*,  *arise*, because the outline in each case indicates a preceding vowel. Nor need he insert the final vowel in such words as  *rusty*,  *policy*,  *carry*,  *summary*, because the outline indicates a final vowel in such words.








56. An *unaccented short vowel*, in the middle of a word, may usually be omitted; thus  *absence*,  *business*,  *customer*,  *resign*,  *delayed*,  *officer*,  *disposal*.







Exercise 46.








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





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






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





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






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





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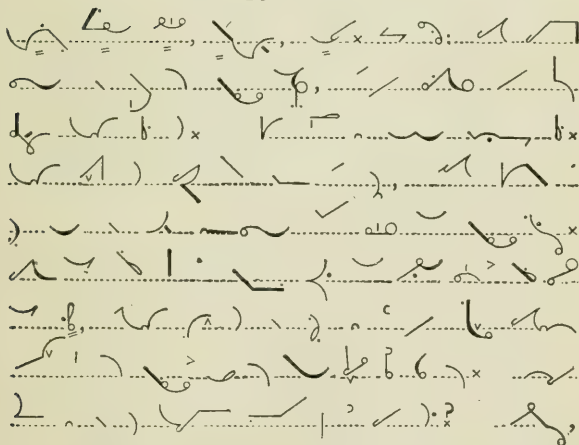
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Exercise 49.*Write in Shorthand.*

1. *I-am-sorry I-can-do nothing to assist the Society just-now.*
2. *You-may-as-well take up-the language now as next year.*
3. *If-you-are to-make anything of-yourself, you-will-have to-do-something this year.*
4. *Have-you seen-the new house which Robson has bought by-the beach?*
5. *I-think it-was an unwise thing to buy so large a house just-now.*
6. *What does young Jackson say?*
7. *Does he think it-was a wise thing to-do?*
8. *We-are-sorry to see Jackson is to-leave-the city next year.*

Exercise 50.*Read, copy, and transcribe.*

Exercise 51.*Write in Shorthand.*

Spencer & Reed,
Ottawa, Canada

Sirs :

Each season in-the past six years we-have bought your books of science and-have-had to pay excessive rates on-same. We emphasize this fact because if-we-are to-make a success of-our business we-must sell the books at low rates. Can you suggest how we-may get-the charges reduced, or can you in-any-way assist us in reducing-the cost of-the books ?

Yours-respectfully,

Exercise 52.*Write in Shorthand.*

Massey & Doyle,
Winnipeg, Man.

Sirs :










We-have-yours of-the 20th, and you-may-rely on our mailing you-the policy on-Saturday next. We-have-seen-the assessor to-day and-have induced him to-sign-the necessary forms. We-are-sorry to-have-had such a delay in-this-case, but-we-have-had to-move cautiously so-as-to insure success.

Yours-respectfully,

LESSON 11.

REVIEW.

57. The following is a brief review of the rules given in the last four lessons :

- (a) The circle *s* is written *backward* to a *straight letter*, *inside a curve*, and *outside of an angle*.
- (b) The loops *st* and *str*, and the circles *sw* and *ss* follow the *same rule of writing* as the circle *s*.
- (c) A circle or loop is always read *first* at the *beginning* of a word, and *last* at the *end*.
- (d) A *stroke consonant* must be written when a word *begins or ends* with a *sounded vowel*.
- (e) The stroke  is written in the *same direction* as the *circle and curve* which it precedes or follows.
- (f) The word *the* may be joined to a preceding word by means of a light tick.
- (g) The *sw* circle is used in phrasing to express the words *as we* ; and the *ss* circle is used to express the two *s's* in such phrases as  in this city.
- (h) Upward *R* is written in words like  *roar*,  *aware*,  *sincere*, in order to avoid an awkward outline.
- (i) The *stroke s* is the *first sign* to be written in words *commencing with s-vowel-s*, and it is the *last sign* to be written in words *ending with a diphthong* followed by *-ous* ; as  *saucer*,  *joyous*.
- (j) The *initial or final vowel* may be indicated by the *outline* in such words as  *argue*,  *arrive*,

acid, misty, jury, salary

(k) An unaccented short vowel in the middle of a word may usually be omitted.

Exercise 53.

Read, copy, and transcribe.

- 1 / o / — / o / u { u x
- 2 m L (— 6 > o u p x
- 3 / o / \ o > (' o t ' u x
- 4 /) e (o o / } — x
- 5 w b w o , L , y a \
- W —) — h o w x
- 6 h / o / h u u u u x
- 7 ✓ / u e L s u p x
- 8 ✓ e o l y — — e o t x
- 9 u e w > u \ } p h i x
- 10 u , u u (o y (u a x
- 11 h u u o u e u x
- 12 u , l y 7 \ u , u x
- 13 y o , u l \ , u u l x
- 14 h u 3 u \ u / u , u o u x
- 15 y u \ a \ u \ u x
- 16 l (u) / u \ u u u x

Exercise 54.

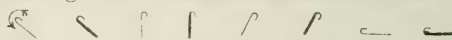
Write in Shorthand.

1. *It ought-to be our wish to-do all-we-can to assist them.*
2. *Oh! yes, they-may all come to see us, if-they wish.*
3. *I-shall ask him to-speak to-them, and give them a special lesson when-they come.*
4. *Those-who know-the best, say it-is an easy language.*
5. *I-myself have a much different view; and-I-must own it was beyond-me to master it.*
6. *I-shall-be happy to see each youth take a different lesson, and-we-shall-see which does-the best.*
7. *We-had almost to force him to use his influence in-the-case, and-I-fear it-is of no use now.*
8. *I-must ask-them to-go to-the city themselves and see to-it.*
9. *Can-we-do nothing to assist the youth?*
10. *I-shall-be happy to-do anything you think best.*
11. *I-must-say I-think-we ought to-do-something.*
12. *I-am-sorry to say you-may-as-well give it up.*
13. *If-his cousin is to-come also, as-is supposed, I-shall-be-most happy.*
14. *We-are-sorry to know you-are to-leave New York.*
15. *We-shall-have to-go ourselves and see-the thing.*
16. *What-do-you think-they-will-do when-they see we-had to-take a special car?*
17. *I-think-they-will stay away, because of-the cost.*
18. *Do-you know-the name of-the vessel in-the dock?*

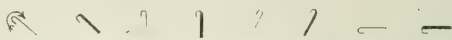
LESSON 12.

INITIAL HOOKS TO STRAIGHT STROKES.

58. A small initial hook, written in the *opposite* direction to that taken by the hands of a clock, adds *l* to the straight consonants $\backslash \backslash \quad | \quad | \quad / / \quad _ \quad _$ thus forming a series of *double* consonants; as


pl bl tl dl chl jl kl gl


59. A small initial hook, written in the *same* direction as that taken by the hands of a clock, adds *r* to the same consonants, thus

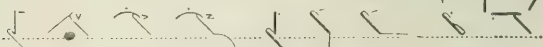

pr br tr dr chr jr kr gr

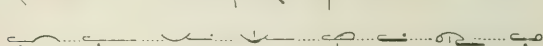
60. These double consonants are named *pel* (as in *people*), *per* (as in *taper*), etc., to distinguish them from outlines formed by the separate letters, as $\backslash \sqrt{}$ (*pee-el*), $\backslash \infty$ (*pee-ar*). Vowels are placed and read to these double consonants just as they are to single consonants; thus $_ \backslash \sqrt{}$ *cup*, $_ \backslash \infty$ *couple*, $_ \backslash \infty$ *coupler*, $_ \backslash \sqrt{}$ *ap-
ply*, $_ \infty$ *press*, $_ \infty$ *impress*, $_ \infty$ *impressing*.

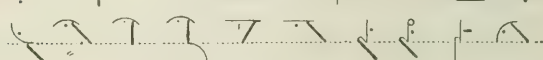
Exercise 55.

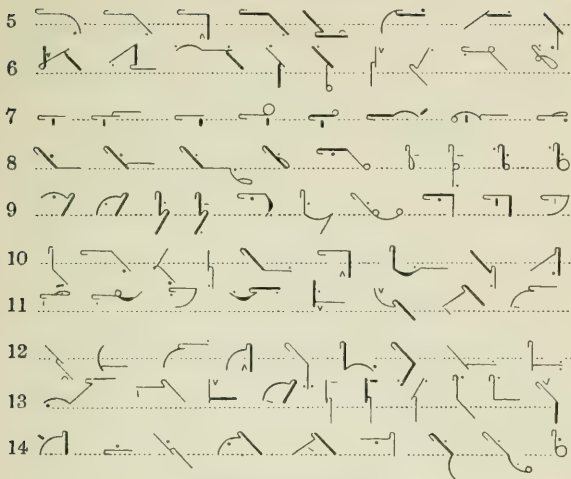
Read, copy, and transcribe.

1 










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**Exercise 56.**

GRAMMALOGS.

 apply,  people,  by all,  able,  belief
 or believe-d,  at all,  tell,  till,  deliver-ed-y.

Write in Shorthand.

1. *If-you-will apply to Major Gray he-may-be-able to-tell-you.*
2. *The Major's story is believed by-all the people of-the county.*
3. *We hope to be-able to-deliver-the cases to-morrow.*
4. *We-do our best at-all costs to-make delivery when promised.*
5. *Have-you delivered-the blue and black cloth to Briggs and Baker?*
6. *Tell-the auditor to-take-the ledger and see what Peters owes.*
7. *What-is-the least price at-which-you-can deliver your brass paste in glass bottles?*

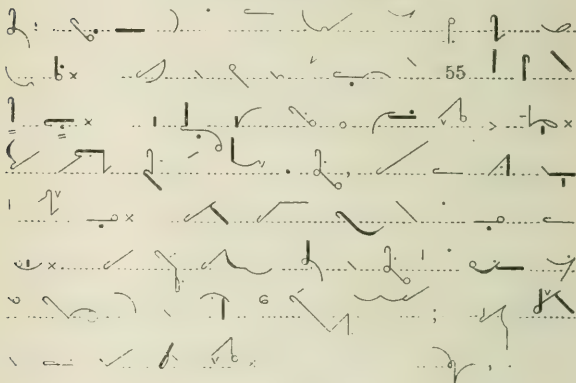
8. *We are mailing you samples of cream lace to-day, and we regret we were unable to do so till now. We believe you can do no better at the prices.*

GRAMMALOGS AND PHRASEOGRAMS.

1 dollar-s. call, equal-ly, 1 doctor,
1 dear, 1 during. 2 Dear Sir, 3 Yours truly.

Exercise 57.

Read, copy, and transcribe.



Exercise 58.

Write in Shorthand.

Samuel Brooks,

Peterboro, Canada.

Dear-Sir:

May I bring to-your notice the enclosed price-list and samples of-the fabrics you saw during your call last Wednesday? I-am-able to-deliver these in blue, black, or gray, in a couple of-days. The fabrics are all equally durable, and-they-have no equals at-the-prices. I also enclose a notice of-my usual April sale, and shall-be-pleased to-have-you call and look at-my stock.

Yours-truly,

LESSON 13.

INITIAL HOOKS TO CURVES.

61. A *large* initial hook adds *l* to any curved consonant *except* \frown *l*, \smile *r*, \rangle *s*, \rangle *z*, \swarrow *zh*, \smile *ng*; thus

\frown *fl* \frown *vl* \frown *th l* \frown *th l* \swarrow *sh l* \smile *ml* \smile *nl*

62. A *small* initial hook adds *r* to any curved consonant *except* \frown *l*, \smile *r*, \rangle *s*, \rangle *z*; thus

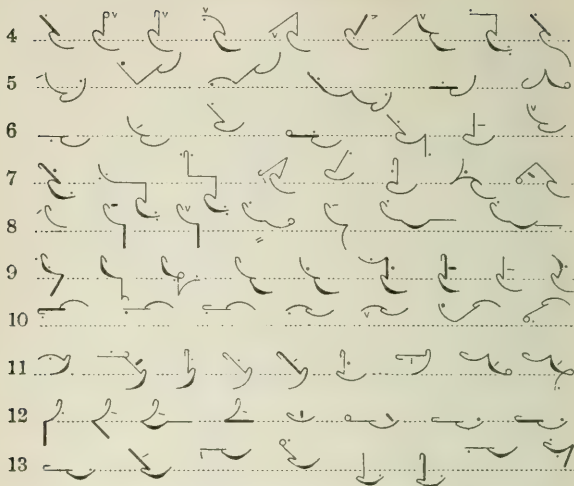
\frown *fr* \frown *vr* \frown *thr* \frown *thr* \swarrow *shr* \swarrow *zhr* \smile *mr* \smile *nr*

63. The sound *ng-r*, as in \smile *singer*, \smile *wringer*, is comparatively rare; hence, the sign \smile is used to represent the more common sounds of *ng-kr* and *ng-gr* as heard in the words \swarrow *banker*, \smile *thinker*, \smile *finger*, \smile *linger*. The double consonant *sh l* is almost always written *upward*, as \smile *official*; while *sh r* \swarrow is **GENERALLY** written *downward*, as \swarrow *pressure*.

Exercise 59.

Read, copy and transcribe.

1 \frown \frown \frown \frown \smile \smile
 2 \frown \swarrow \swarrow \swarrow \smile \smile
 3 \frown \frown \frown \frown \frown \frown \smile \smile



GRAMMALOGS AND CONTRACTIONS.

for, over, ever-y, valuation, evil,
 other, more or remark-ed, remarkable-y,
 mere or Mr., nor or in our, near,
 initial-ed-ly.





Exercise 60.

Write in Shorthand.

1. *The remarkable affray is over, and every wise thinker is pleased with-the initial success of-the valuation policy.*
2. *As Mr. Frank Floyd remarked, the effects of an evil measure may last for-ever.*
3. *We saw Mr. Tinker, the banker, in Yonkers on-Friday.*
4. *He-was near-the flower stall in Fourth Avenue; but-we-have-seen nothing of-him since, nor-have-we-had any business in-the bank.*











5. *We-know no-more.*
6. *No, we-had no other talk with Mr. Tinker, beyond a mere remark on-the state of business.*
7. *The banker was remarkably nervous, it-is-said, but brimful of energy, hopeful, and ready, you would think, to conquer any trouble or adversity.*
8. *Oh, yes; he-was a total abstainer, and drinkers were simply offensive to-him.*

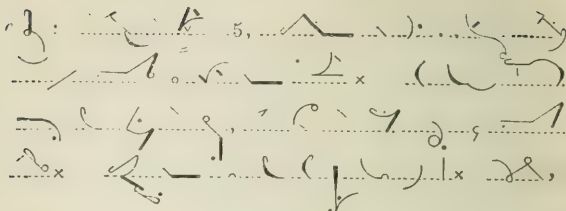
PHRASEOGRAMS.

 your favor,  I am in receipt of your favor,
 in reply,  in reply to your favor.

Exercise 61.

Read, copy, and transcribe.

- (a)  :         



Exercise 62.

Write in Shorthand.

(a) *Dear-Sir:*

Your-favor of-May 4th has just come to us, and-in-reply we-beg to say the tank you sold us last April does all-you claim and-more. We-think-it remarkably cheap, nor do we-think-it likely we-shall use any other.

Yours-truly,

(b) *Dear-Sirs :*

I-am-in-receipt-of-your-favor of July 27th, and-in-reply beg to enclose samples of Zephyrs as near as I-can get to-your shade. Trusting these may suit you

Yours-respectfully,

(c) *Dear-Sir:*

We-have-your-favor of-the 10th, and regret-the trouble caused you by-the error of-our entry clerk. Please charge us with-the overcharge on-the forty pieces.

Respectfully-yours,

(d) *Afraid, fraud, author, freed, differ, inner.*

Owner, honor, banner, fisher, primer, aimer.

Bunker, anger, shrewd, shroud, shrank, shrub.

Flash, flavor, fled, flask, flap, flank.

Bushel, muffle, grapnel, approval, shrivel.



Joyful, reproval, hopeful, heedful, mindful.









Tanner, dinner, joiner, liner, fragile, freckles.


Driver, drover, shovel, thinner, vainer, froth.









LESSON 14.







INITIAL HOOKS TO CURVES (Concluded).























64. The curves  *r* and  *s*, not being hooked for *l* or *r* (see paragraphs 61 and 62), are hooked to provide extra forms for *fl* and *fr*, and *thl* and *thr* respectively, the signs thus obtained being thickened for the corresponding heavy consonants; as

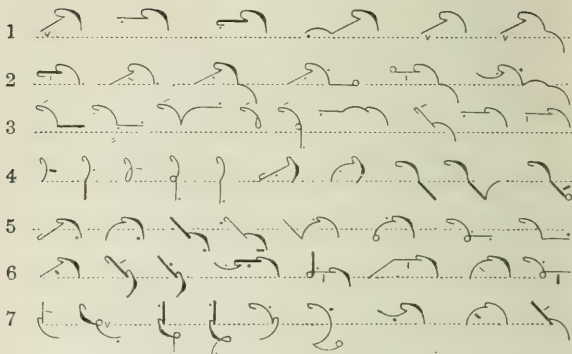
 *fl*  *vl*  *fr*  *vr*  *thl*  *thl*  *thr*  *thr*

The initial hook to  *l* is explained in a later lesson.

65. (a) The left curves for     etc., are employed when they stand alone and are preceded by a vowel; as  *af*low,  *e*vil,  *o*ffer,  *a*uthor.

(b) The right curves    etc., are employed when they stand alone and are *not* preceded by a vowel; as  *f*low,  *f*ree,  *t*hrow.

66. When joined to another stroke consonant, the form is used which gives the better joining. The following illustrations will serve as a guide to the students:  *flap*,  *flighty*,  *fledge*,  *fluffy*,  *floor*,  *flake*,  *flag*,  *flame*,  *arrival*,  *muffle*,  *rival*,  *inflamm*,  *Fred*,  *average*,  *froth*,  *Jefferson*,  *verb*,  *freak*,  *throb*,  *Dover*,  *coffer*,  *laughter*.

Exercise 63.*Read, copy and transcribe.***GRAMMALOGS.**

\ from, \ very, (however,) they are,) their
 or there,) through,) therefore, \ principle,
 principal-ly, \ liberty, \ member or remember-ed,
 \ number-ed.

Exercise 64.*Write in Shorthand.*

1. *It-was, however, through their principal member the firm was able to secure the business in leather.*
2. *They-are likely to-succeed.*
3. *It-is very true, but it-seems almost incredible there-should-be such a large-number of-members in-the club.*
4. *I-shall-be at liberty to-morrow from five o'clock to six, and-I-shall, therefore, be-pleased to see-you if-you-can give me a call at-my house.*
5. *I-remember-the cases, and-they-were numbered 25 to 40.*
6. *I-have-seen-the packer, too, and he remembered-the numbers easily.*
7. *He agrees with me, and you-may, therefore, take-the numbers as right.*
8. *They-are very easily remembered.*

PHRASEOGRAMS.

Very truly yours, early reply, your
 reply, I am very sorry, I shall be pleased.

Exercise 65.

Read, copy, and transcribe.

- (a) 2: ... 20 x
- (b) 2: ... 40, ...
- (c) 2: ...
- (d) 2: ... 28















Exercise 66.
















Write in Shorthand.











1. Novel, snivel, hovel, ruffles, influx, snowflake.
2. Phrase, phrases, phrased, paraphrase, freeze.
3. Thrice, thrusts, tethers, gathers, throngs, wafer.
4. Bather, bother, Arthur, clever, cleverly, cleverness.
5. Reefer, briefer, belfry, craver, rover, Bethel.
6. Lethal, breather, recover, cleaver, clover.
7. *Go right through-the principal avenue, and you-will-see Mr.Parker's house by-the side of-the river.*
8. *Follow the principles of-liberty through life, and you-will-be a true citizen and a worthy member of society.*
9. *Look your trouble bravely in-the face, and you-will very-likely discover a way to conquer it, however severe it-may-seem at-the first.*
10. *Remember, he who wavers in-his resolve is already half lost. Your aim is to-succeed in-your lessons. Therefore, be very firm, and go through-the exercises set for-you as-well-as you-can. They-are specially devised for-you.*
11. *Do-you remember-the number of Mr.Frederick's room at-the Waverley Hotel?*
12. *I-know-the price was \$5.*
13. *The frivolous clerk was much flurried on-the arrival of-his employer. He should remember there-is a time for everything, and-it-is wrong to trifle during business hours.*

LESSON 15.

CIRCLES AND LOOPS PREFIXED TO INITIAL HOOKS.

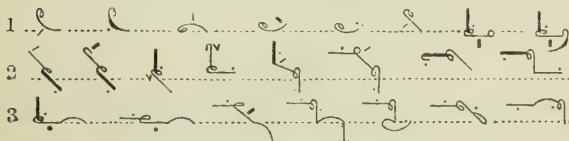
67 The circle *s* is prefixed to hooked curves and to straight consonants hooked for *l*, by writing the circle *inside the hook*; thus  *ciph*er,  *deciph*er,  *simmer*,  *dulcimer*,  *sign*er,  *de-sign*er,  *civil*,  *peaceful*,  *sable*,  *dis*able,  *settle*,  *pedestal*,  *sickle*,  *bicycle*.

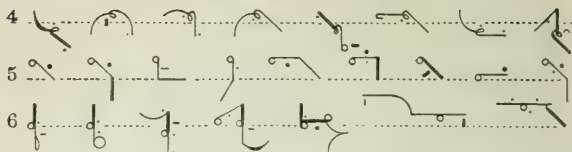
68. The circles *s* and *sw* and the loop *st* are prefixed to straight consonants hooked for *r*, by writing the circle or loop on the *same side as the hook*, so that the circle or loop may be supposed to include the hook; thus  *upper*,  *supper*,  *sweeper*,  *steeper*,  *prosper*,  *eater*,  *sitter*,  *sweeter*,  *stouter*,  *destroy*,  *ochre*,  *soaker*,  *stoker*,  *swagger*,  *jack-screw*.

69. When a circle and hook occur medially at an angle, both circle and hook *must be shown*; thus  *pastry*,  *clasper*,  *extra*,  *mistrust*,  *lustrous*,  *reciter*,  *listener*. When *o* or *o* follows *t* or *d*, it is written thus;  *Tasker*,  *tusker*,  *disgrace*.

Exercise 67.

Read, copy, and transcribe.



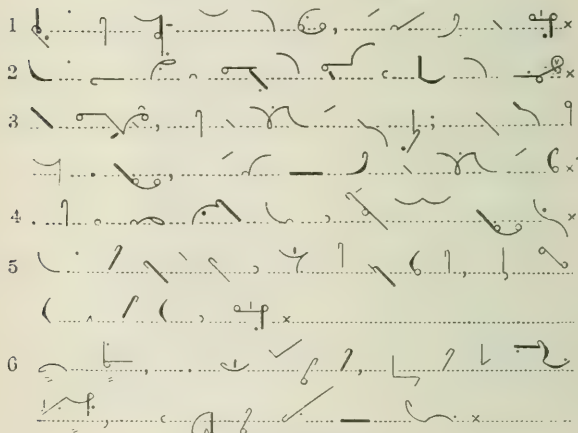


GRAMMALOGS.

1 strength, 1 try, 1 truth, 1 true, 1 chair,
 1 cheer, 1 larger, 1 journal, 1 children,
 1 largely, 1 care, 1 sure, 1 pleasure,
 1 surprise, 1 surprised.

Exercise 68.

Read, copy, and transcribe.



PHRASEOGRAMS.

1 I can assure you, 1 I regret, 1 I am
 surprised.

Exercise 69.

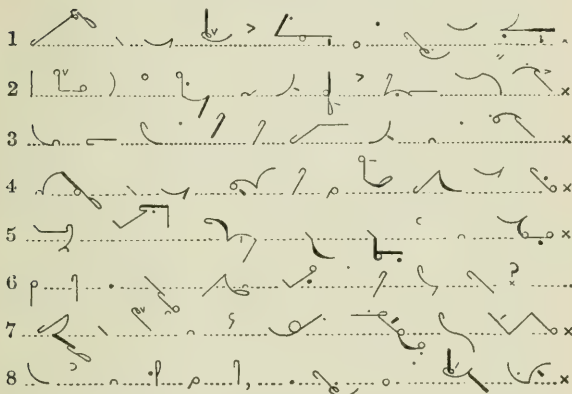
Write in Shorthand.

*Dear-Sir: In-reply-to-your-favor of-the 14th, your
 cycles shall-be-delivered as early next month as I-can*

possibly get them out. *I-regret I-am-unable to-deliver sooner, and I-can-assure-you it-would-be a pleasure to oblige-you if-possible. I-am-surprised to know you have still to see-the new saddles, and-I-am mailing you half a dozen samples to-day. Yours-respectfully,*

Exercise 70.

Read, copy, and transcribe.










Exercise 71.








Write in Shorthand.












1. Noticeable, stater, stager, stitcher, stutter.
2. Passable, classical, blissful, displace, rasper.
3. Deceiver, expresses, satchel, suckle, supplies.
4. Safer, sever, sufferance, upspring, supersede.
5. Scribe, suitor, streak, spruce, straw, strays.
6. Sadder, supreme, string, scraper, strainer.
7. *We-are-sorry to-have to destroy the claim.*
8. *I-am-surprised you-should suppress it.*
9. *I-can-assure-you I-have seldom seen him.*
10. *I-regret to see so strong a case on-the other-side.*
11. *It-may-be a struggle, but-we-shall scramble through.*
12. *I-am-sure you would-do nothing dishonorable,*









LESSON 16.









N AND F HOOKS.







70. A small final hook, written in the *same* direction as that taken by the hands of a clock, adds *n* to any straight consonant; thus  *pain*,  *tone*,  *chain*,  *coin*,  *run*,  *won*,  *hen*.

71. A small final hook, written in the *opposite* direction to that taken by the hands of a clock adds *f* or *v* to any straight consonant; thus  *pare*,  *tough*,  *chafe*,  *cough*,  *rough*,  *wore*,  *heave*.

72. A small final hook, written *inside* the curve, adds *n* to any curved consonant; thus  *fain*,  *oven*,  *thin*,  *thine*,  *assign*,  *zone*,  *ocean*,  *mine*,  *known*,  *loan*,  *earn*.

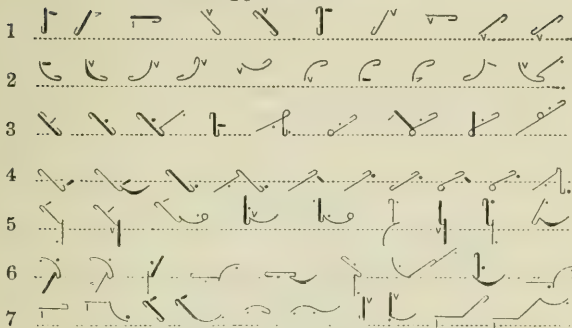
73. The *n* and *f* hooks may be employed medially when they join easily with the following stroke; thus  *punish*,  *training*,  *coining*,  *runner*,  *paving*,  *deafness*,  *chafing*,  *refer*.

74. A hook at the end of a word is always read *last*; so that when a word ends with a *sounded vowel*, a stroke consonant must be written; thus  *pony*,  *deny*,  *honey*,  *puffy*,  *coffee*,  *funny*,  *shiny*,  *money*. The student should refer again to paragraph 55, when he will see that what is there said with regard to *vowel indication* applies to the present paragraph also.

75. Final *r*, when hooked, is generally written *upward*; as  *born*,  *turn*,  *adjourn*,  *corn*,  *turf*,  *scarf*.

Exercise 72.

Read, copy, and transcribe.

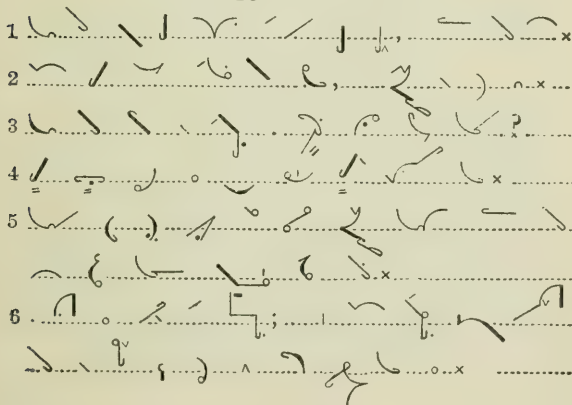


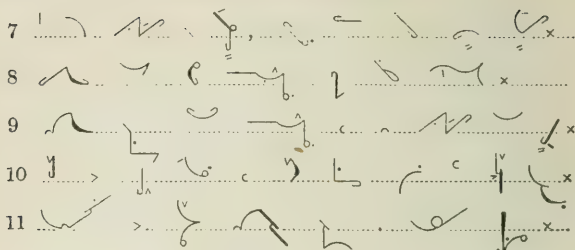
GRAMMALOGS AND CONTRACTIONS.

happen, upon, been, had been, done,
 down, general-ly, often, Phonography,
 phonographer, phonographic, have been,
 within, southern, northern.

Exercise 73.

Read, copy, and transcribe.





PHRASEOGRAMS.

X referring to your favor, *X* referring to yours,
U enclose-d herewith, *U* best class.

Exercise 74.

Write in Shorthand.

(a) Mr. David Green, Lincoln Hotel, Brooklyn, N.Y.

Dear-Sir: Referring-to-yours of -the 24th June, we-are-pleased with-the proof of-your activity, and-trust your Preston visit may turn out even more profitable than you imagine. We-are obtaining to-day the sample of linen napkin for-which-you ask. We-enclose-herewith a small length of fancy satin ribbon, which-you-will-please add to-your-other samples. We should like you to-make a special call upon Thornley & Craven. We-have-done nothing with-them since you were down there last year, and-we happen to know their general business is remarkably brisk just-now.

Yours-truly,

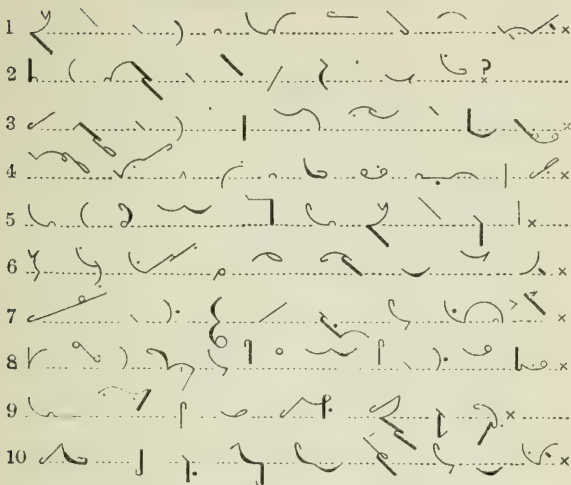
(b) Mr. Henry Canning, Kingston, Canada.

Dear-Sir: We-have-your-favor of -the 11th, and-in-reply we-have-the-pleasure to enclose-herewith price-list of-our new "Milton Flyer" air - machine, a machine which-is far in advance of any make we-have-ever sold. The cheap machine to-which-you-refer is a foreign one, which-we decline to-keep in stock. We prefer to offer nothing but-the best-class. Our local agent is very often near your-place, and-we-shall ask him to-call-upon you and explain more fully all-we claim for-the "Milton Flyer."

Respectfully-yours,

Exercise 75.

Read, copy, and transcribe.








Exercise 76.











Write in Shorthand.









1. Wooden, maintain, bacon, taken, spoken, restrain.
2. Abandon, banish, opening, winner, millinery.
3. Cuff, buff, dove, chief, rave, calf, serf.
4. Striving, driving, provoke, defeat, davit.
5. Balloon, Japan, flown, kitchen, coffin, disdain.
6. Syphon, saloon, none, spurn, marine, churn.
7. *If-you-labor beyond-your strength you-will-have to see-the doctor.*
8. *Ask your cousin Fanny to favor us with a song.*
9. *I-am-sure you-will like Phonography when you begin to-learn it.*
10. *Would you care to-take-the-chair at-the gathering?*
11. *I-think-the General was within his rights.*
12. *We often go down to see Dr. Sutton at-the beach.*















LESSON 17.

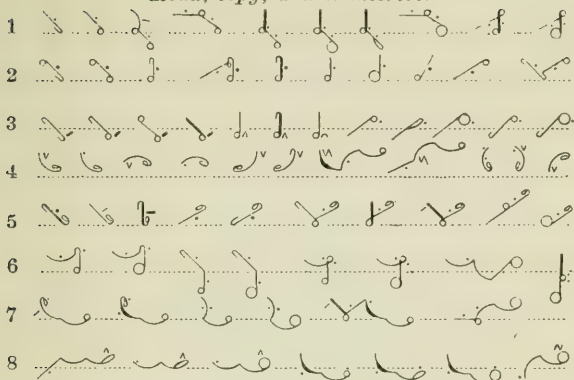
CIRCLES AND LOOPS ADDED TO FINAL HOOKS.

76. A circle or loop is added to the hook *n* attached to *straight* consonants, by writing the circle or loop on the *same side* as the hook; thus  *Dan*,  *dance*,  *dances*,  *danced*,  *Dunster*.

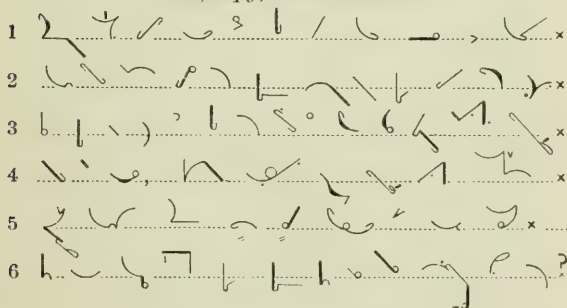
77. A *medial* circle represents *s* *only*; so that when *ns* occurs in the middle of a word, both letters *must be shown*; thus  *dancer*,  *Spencer*,  *ransom*,  *winsome*,  *pencil*,  *density*,  *cancer*,  *fencer*,  *rancid*,  *ransack*.

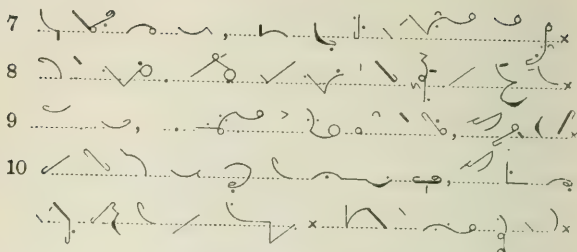
78. The circle *s* is added to the hook *f*, and to the hook *n* when attached to *curved* consonants, by writing the circle *inside the hook*: thus  *paves*,  *doves*,  *cliffs*,  *serves*,  *finer*,  *frowns*,  *moans*,  *loans*.

79. The sign  *ns* is used to represent the *light* sound of *ns* after a *curved* consonant; thus  *Vance*,  *romance*. The effect of this rule is that the outlines for related words of this class are kept regular in construction; thus  *mince*,  *minces*,  *minced*,  *mincing*;  *fence*,  *fences*,  *fenced*,  *fencing*;  *lance*,  *lances*,  *lanced*.

Exercise 77.*Read, copy, and transcribe.***GRAMMALOGS AND CONTRACTIONS.**

approve, behalf, above, out of,
 advantage, difficult, difficulty, which
have, suggestion, suggestive, one,
 opinion, altogether, together, insurance.

Exercise 78.*Read, copy, and transcribe.*



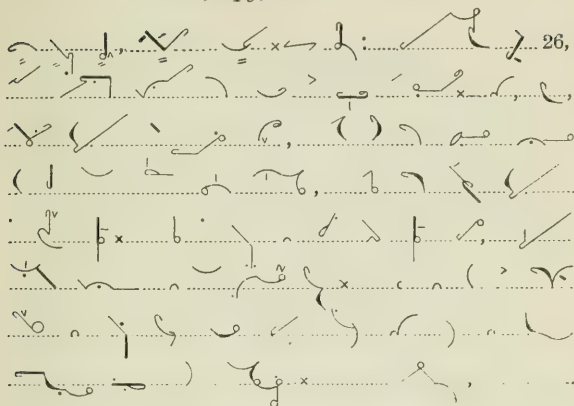
PHRASEOGRAMS.

... at once, *o* first class, *q* for the first time,
Y from first to last, *W* in the first place.

Exercise 79.

Write in Shorthand.

- (a) *Mr. Graves has, from-first-to-last, given preference to-the new scheme of insurance for private residences. It-is a first-class office, and, if-you approve, he-says it-would-be an advantage for-you to-take-out a policy now. There-is-nothing difficult to arrange, and you-will-have-no-difficulty in obtaining references, should you desire them.*
- (b) *It-is, above all, necessary to-exercise vigilance in-the avoidance of risk in-this insurance business, and-with all deference to Mr. Graves, I disagree with-his opinion. In-the-first-place, he-is wrong in placing all-his risks in-one office; and, then, for-the-first-time during-the years I-have-known him, he-has, in-this-instance, dispensed with-the care he usually displays. I-think he-is altogether wrong.*
- (c) *It remains to be-seen how-the lancer behaves with-the reserves. If-he swerves from-the right, he-will-have to put up with-the rebuffs of-his fellows. He deserves success, and-if-he observes what I-have advised him, and proves his bravery, he-will soon win it.*
- (d) *The substance of-the charge against the youth was gone into, and-it-was shown he-was merely guilty of imprudence. Up to-the spring, he had borne a first-class name. We-were together at-the review.*

Exercise 80.*Read, copy, and transcribe.***Exercise 81.***Write in Shorthand.*

1. Bounce, bounced, bounces, trounce, trounced, trounces.
2. Bronze, bronzed, bronzes, prance, pranced, prances.
3. Hence, clowns, cleansed, cleanses, distance, distances.
4. Alliance, flounce, flounced, flounces, affianced, silenced.
5. Cleaves, grooves, starves, motives, sheriffs, tariffs.
6. Thrones, zones, lens, refrains, shuns, veins, nouns.
7. *Mr. James Burns,*
Brandon, Man.

Dear-Sir:

































We ask your acceptance and perusal of the enclosed price-list of first-class wines from American grapes, which-we-are-now ready to offer our patrons at-prices far below those usually paid for foreign wines. Our customers have our assurance as-to-the purity, flavor, and general excellence of-these wines, and-they-may place the utmost reliance on our guarantee. It-has-been our aim from-first-to-last, to-maintain a name for wines of- the finest flavor, and-we-believe we-have-done this. May-we deliver-you a sample case?

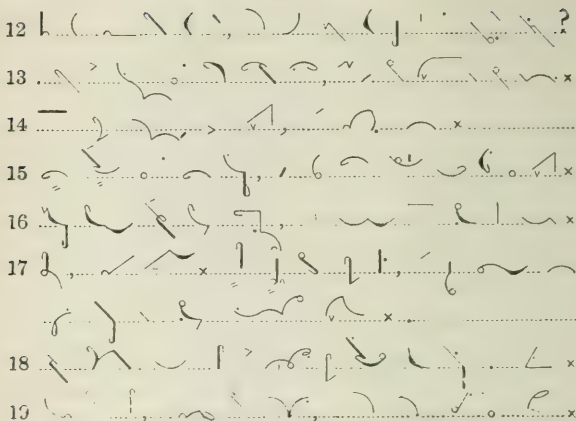
Yours-respectfully,

LESSON 18.

REVIEW.

80. The last six lessons may be summarized as follows :

- (a) The hooks *l* and *f*, when attached to *straight* letters, are written in the *opposite direction* to that taken by the hands of a clock ; as  *bluff*,  *cliff*.
- (b) The hooks *r* and *n*, when attached to *straight* letters, are written in the *same direction* as that taken by the hands of a clock ; as  *brain*,  *crown*.
- (c) The hook *l*, when attached to a *curved consonant*, is a *large initial hook* ; as  *pled*.
- (d) The hooks *r* and *n*, when attached to a *curved consonant*, are *small hooks* ; as  *frown*,  *shrine*.
- (e) The sign  represents the sounds *ng-kr*, or *ng-gr* ; as  *banker*,  *finger*.
- (f) When standing alone the left curves     are used if a vowel precedes, and the right curves     if a vowel does *not* precede ; as  *offer*,  *author*,  *afLOW*,  *fray*,  *throw*,  *flow*.
- (g) As a rule, the *right curves*   etc., are joined to strokes written *towards the right*, while the *left curves*   etc., are joined to strokes written *towards the left* ; as  *wafer*,  *waver*,  *Jeffrey*,  *average*.



Exercise 82.

Write in Shorthand.

1. *Shall you be in New York this year or next?*
2. *Has your young brother done anything with-the French language?*
3. *How-much is owing on-the things you bought from Cliffs?*
4. *Do-you know anything at-all of-the remarkable Mr Vance?*
5. *Do-you think Mr France can be influenced in-his-favor?*
6. *I-am almost sure your Mr Bright is a mere fraud.*
7. *I-think-it-is most-likely I-shall-be down on-the first of June.*
8. *Our picnic takes-place as usual on-the first of next month.*
9. *Do-you think-you-are likely to-come?*
10. *I-shall call and see-you myself when-the time comes near.*

11. *Oh, yes, we-shall provide the music ourselves, as-is usual.*

12. *I-saw-the truck at-the door half an hour ago.*

13. *We-have-your-favor of August 10th, and-we-thank-you for-your early-reply.*

14. *Dear-Sir :*

Please favor us with a copy of-your-latest list of books suitable for prizes, and-oblige,

Yours-truly,

15. *Dear-Sir :*

I-am-in-receipt-of-your-favor of-Wednesday, and-in-reply beg to enclose-here-with copy of-our list of new books.

Respectfully-yours,

16. *Dear-Sirs :*

In-reply-to-your-favor of-March 30th, I-regret very-much the delay in-the delivery of-your candies and - preserves. I-have-had a breakdown in-the machinery, and hence the delay. I-trust you-will-favor me with your indulgence for a few-days more.

Yours-respectfully,

17. *Dear-Sir :*




I-have-yours of-the 16th, and-I-shall-see to-the dispatch of-the books in-time for-your purpose. I-am-pleased to know you have-had a busy season.





Yours-truly,







LESSON 19.







SHUN HOOK.







81. A *large* final hook expresses the light or heavy sound of *shun*, however spelled. The *shun* hook is written :

(a) *Inside* curves; thus  *fashion*,  *invasion*,  *nation*.

(b) On the *right* side of simple (that is not hooked or circled) *t, d, or j*; thus  *rotation*,  *dictation*,  *addition*,  *logician*.

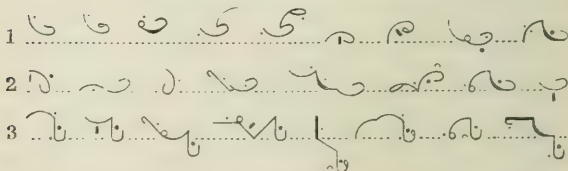
(c) On the side *opposite to the last vowel* when added to a simple straight stroke *other than t, d, or j*; thus  *diction*,  *education*,  *passion*,  *option*,  *occasion*,  *action*.

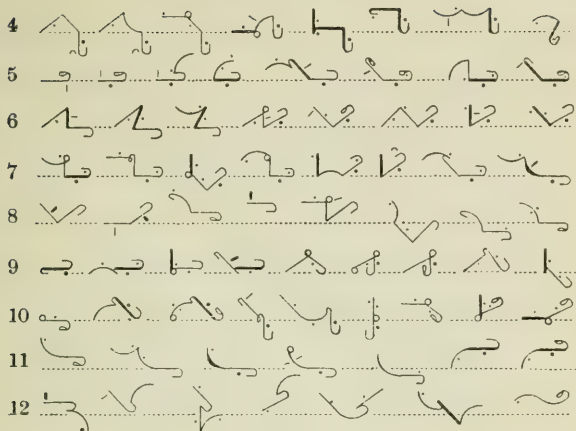
(d) On the side *opposite to the hook or circle*, when added to a hooked or circled straight stroke; thus  *oppression*,  *attrition*,  *depletion*,  *deception*,  *suction*,  *discussion*.

(e) *Away from the curve*, when added to *k or g* springing from the curves *f, v, or upward l*; thus  *fiction*,  *navigation*,  *location*,  *selection*. The circle *s* is added thus:  *portions*,  *operations*.











Exercise 84.

Read, copy, and transcribe.



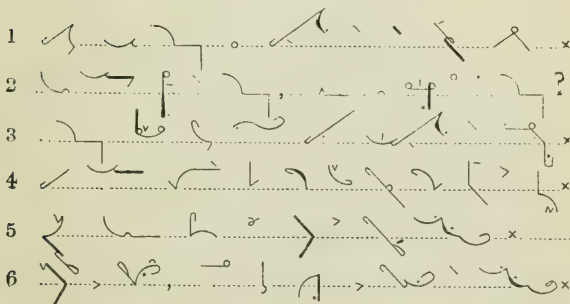


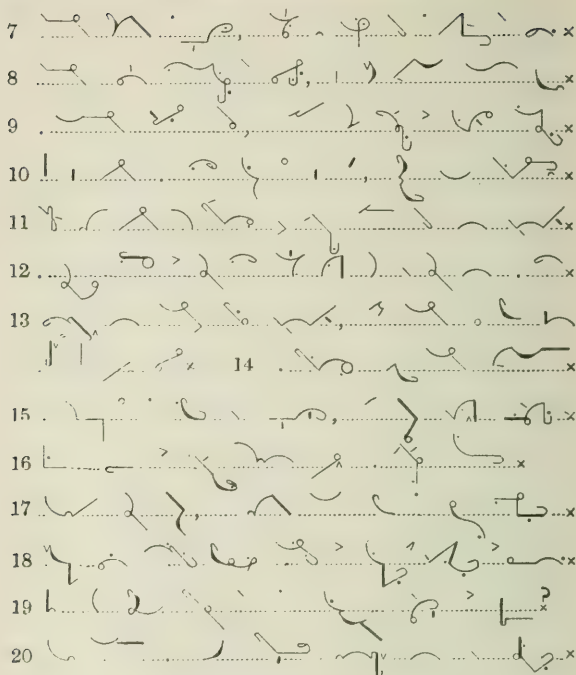
CONTRACTIONS.

 *architect-ure-al*,
  *neglect-ed*,
  *prospect*,
 *object-ed*,
  *subject-ed*,
  *expect-ed*,
  *uner-pected-ly*,
 *respect-ed*,
  *suspect-ed*,
  *inspect-ed-ion*.

Exercise 85.

Read, copy, and transcribe.





Exercise 86.

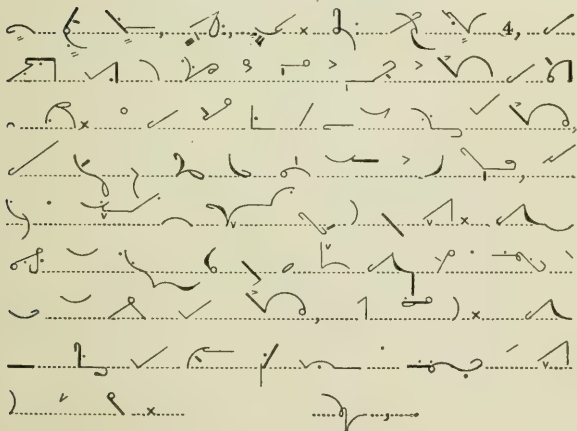
Write in Shorthand.

1. *If-you suspect-the truth of-the architect's assertion, go and see-the erection.*
2. *If-you neglect to object-to-the trespass, you-will-have difficulty with-the prosecution.*
3. *You-should call unexpectedly and see them.*
4. *Is there any prospect of-the subject being taken for discussion in-the next session?*
5. *Does-the principal expect-the infection to spread?*
6. *By whose authority was-the auction carried on?*

7. *This-is-the first intimation I-have-had of-the affair.*
8. *You-will-have to put off-the recitations till-the inspection is over.*
9. *If-you have-no respect for-the-man you had better take exception to-his inclusicn.*
10. *The degradation was unexpected, and-I-think-you-should offer some reparation for-your implication.*
11. *Now is-the time to prove your affection for-the neglected architect.*
12. *The subject has a strange fascination for a man of resolution who-has also a taste for invention.*
13. Tension, retention, population, designation.
14. Citation, sections, aggression, visitation, station.
15. Avocations, invocation, afflictions, flotation.
16. Capitation, repetition, editions, rations.
17. Apparition, extractions, aspirations, visions.
18. Visionary, commissioner, divisional, educational.

Exercise 87.

Read, copy, and transcribe.



Exercise 88.*Write in Shorthand.*

Mr. John Benson,
New Westminster, B.C.

Dear-Sir :

We-are-in-receipt-of-your-favor of June 28th, and-we regret it-is out-of-our power to-make any reduction in-the price for-the installation of-the gas engines.

We-have gone over-the specifications again, with-the view of acceding to-your wishes if-possible, but-the inclusion of a number of severe restrictions by-the architect forces us to-the retention of-the price already given.

We-think on reflection you-will-see there-is every reason for our prices, and-we-trust to-receive-your commission to-proceed with-the job.

Respectfully-yours,

LESSON 20.

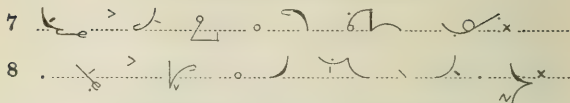
SHUN HOOK (Concluded).

82. The sound of *shun* is expressed after the circle *s* by a *small hook*, formed by continuing the circle on the *other side* of the stroke; thus *position*, *dispensation*. A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook; thus *physician*, *transition*. When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun*; thus *possessions*, *sensation*. First-place vowels do not occur between *s* and *shun*. The circle *s* may be added to the hook, as in the preceding examples.
















83. When a diphthong and a vowel occur between *shun* and the preceding consonant, the stroke *sh* and the hook *n* are written, and *not* the *shun* hook; thus *situation*, *tuition*. This does not apply to such words as *punctuation*, *perpetuation*, where, in order to avoid an awkward outline, the large hook may be taken to represent *uation*.

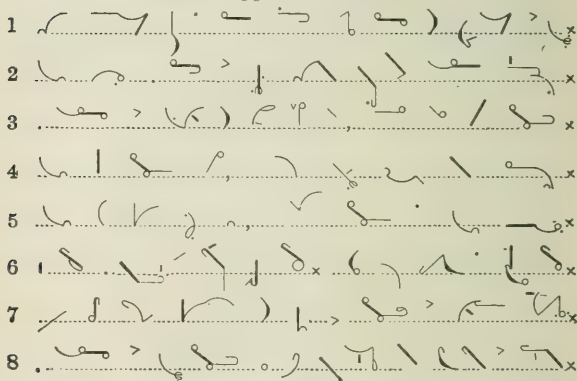
Exercise 89.

Read, copy, and transcribe.



GRAMMALOGS AND CONTRACTIONS.







 signify--,  significance,  signification,
 insignificant,  insignificance,  subscribe-d,
 subscription,  balance,  balances,  balanced,
 deliverance,  knowledge,  acknowledge.

Exercise 90.*Read, copy, and transcribe.***Exercise 91.***Write in Shorthand.*

1. *If you wish to subscribe, please signify the same.*
2. *The fact of the authorization being refused was very significant.*
3. *We hope you see the signification of the insignificant remark.*
4. *The insignificance of your subscription is sure to raise a commotion.*
5. *Please acknowledge the receipt of the book on taxation.*

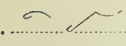
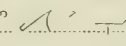
6. *Have-you any knowledge of-the people who superscribe the register?*
7. *Some of-the superscriptions are scarcely legible.*
8. *Are you in a position to subscribe to-the society?*
9. *Have-you-read-the depositions, and what-do-you think of-the accusation?*
10. *Your subscription may cause vexation and a sensation.*

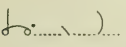
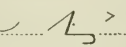
PHRASEOGRAMS.



 *additional expense,*  *additional cost,*
 *we are in a position,*  *more and more,*
 *less and less,*  *facts of the case.*



Exercise 92.



Read, copy, and transcribe.

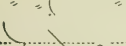
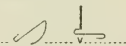
1   x


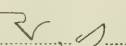
2   x

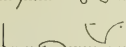
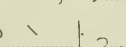
3   x

4   x

5   x

6   x

7   x

8   x

Exercise 93.

Write in Shorthand.

1. *What-do-you know of-the facts-of-the-case?*
2. *Are you ready to-go to any additional-expense in-the-case?*
3. *You-must-remember the additional-cost may-be heavy.*
4. *We-are-in-a-position to-prove the valuation was unfair.*

5. *We have a very strong suspicion of the Prussian's motives.*
6. *If you can tell us the date of the first petition, it may assist us to form a decision on the facts of the case.*
7. *We suppose there was a succession of petitions at the instigation of the Prussian.*
8. *We think, from the depositions, the man's language is actionable.*
9. *We see no extenuation for his line of action.*
10. *If you call to-morrow, we can review the situation.*

Exercise 94.

Write in Shorthand.

*Mr. G. E. Goschen,
Moncton, N.B.*

Dear-Sir:

I desire to call your attention to the balance of \$9.04, due by you to the New Dictionary Agency, for commission overpaid. You have already had a thorough explanation of this balance from Mr. Reeves, and you are, therefore, in possession of the facts of the case. I can see no reason why you should refuse to settle the claim, and I trust to receive a remittance by return mail.

Yours truly,

*Mr. Harry Jones,
Dawson, Canada.*





Dear-Sir:







On the 20th of August you wrote us to say we had invoiced ten gross escutcheons at \$2.00 per gross, in place of \$1.75, which you said was the price given by our agent. We have had our salesman's price-list in for examination, and we see there is no such price as \$1.75 for the number of escutcheons delivered to you. In addition to this, he says he sold none at all at the price you mention. Your supposition, therefore, of an error in invoicing must be wrong, and we must decline to allow you any reduction.





Respectfully yours,










LESSON 21.





COMPOUND CONSONANTS.

84. (a) A *large* initial hook adds *w* to *k* and *g*; thus  quick,  Guam,  request,  sanguine.


(b) A *small* initial hook adds *w* to *upward l*, while a *large* initial hook adds *wh* to the same letter; thus  wile,  while,  wail,  whale,  weal,  wheel.






(c) *Thickening* a downward *l* or *r*, adds *r* to these letters; thus  fowler,  scaler,  sharer,  snorer.

(d) *Thickening m* indicates the addition of *p* or *b*; thus  pump,  bamboo,  empire,  embalm; but when *l* or *r* immediately follows *mp* or *mb*, the simple  is written; thus  employ,  impress,  emblem,  embrace.









(e) *Enlarging* the initial hook of *w*, indicates the addition of the aspirate *h*; thus  whistle,  whisk,  whip,  whirl.

(f) The compoundconsonant  may be hooked for *r*; thus  scamper,  slumber,  clamber.


85. The initial hook in *wl* and *whl* is read *first*; so that if a vowel *precedes w*, the stroke must be written, and not the hook; as  awhile.

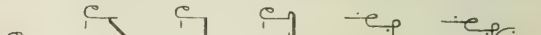
86. The compound consonants  *ler*,  *rer*, must *not* be employed when a vowel follows the *r*; so that the separate consonants are written in such words as  raillery,  foolery,  aurora, etc.

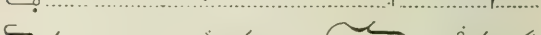
87. The remaining compound consonants of this series are vocalized like the single consonants, as in the examples given above.

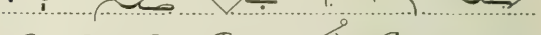
<i>Letter.</i>	<i>Character.</i>	<i>Name.</i>	<i>As in.</i>
KW		kwā	quick, request
GW		gwā	guava, lingual
WL	 (up)	wel	wail, unwell
WHL	 (up)	hwel	whale, whelp
LR	 (down)	ler	feeler, nailer
RR	 (down)	rer	poorer, sharer
MP, MB		{ emp emb }	camp, embalm
WH		hwā	where, whisk


Exercise 95.*Read, copy, and transcribe.*


1 


2 

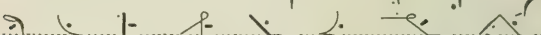
3 


4 

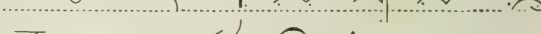
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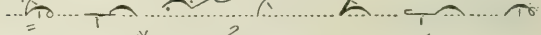
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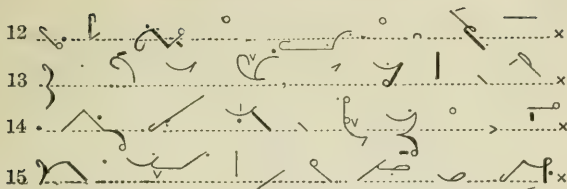
7 

8 

9 

10 

11 

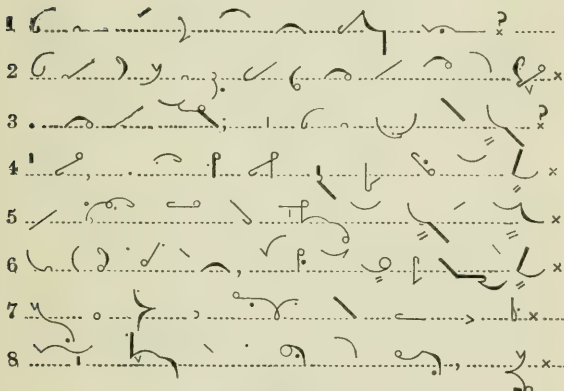


GRAMMALOGS AND CONTRACTIONS.

c will, *c* while, *—* important-ce, *—* improve-d-ment, *—* impossible, *—* improves-ments, *✓* whether, *—* unquestionable-y, *✓* yesterday, *L* January, *✓* Feb.uary, *—* November, *—* United States.

Exercise 96.

Read, copy, and transcribe.

**Exercise 97.**

Write in Shorthand.

1. *It-will-be impossible to arrange such important improvements for-the first Monday in February.*
2. *You see how important it-is-for-you to see Mr. Wheeler.*

3. *I-fear-the importance of-the improvement will-be lost sight of in-the hurry of-the January business.*
4. *January will-be too near Christmas ; we-must, unquestionably, have-the things done by November at-the latest.*
5. *Please write me whether you prefer to-come in January or in February.*
6. *While you-are-in Guelph, it-will-be an unquestionable advantage for-you to-call on Mr. Fowler, and, as I-said yesterday, he-will-be-able to-tell-you-the cost of-the proposed improvement.*

Exercise 98.

Write in Shorthand.

Quinn & Fowler,
Quebec, Que.
Dear-Sirs :

Will-you please deliver to us as quickly as-possible five gross small bottles of-your liquid glue? We-are-surprised your traveler has missed us since last January. We-suppose he-has-been nowhere near our town, or he-would-have given us a call.

Yours-truly,






Exercise 99.
























Write in Shorthand.





1. Wolf, wolves, unwell, unwilling, willingness.
2. Wheels, where, whine, whisper, whisker.
3. Tearer, steerer, clearer, sneerer, borer, jeerer.
4. Scholar, foiler, viler, insular, chancellor.
5. Scamp, romp, shampoo, imbued, ambush.
6. Hamper, bequeath, quibble, quire, iniquity.
7. *We-are mailing you-the stamps to-day.*
8. *At-your-request we-will go to-the inquest.*
9. *Where can-we obtain a ruler like Mr. Wiley's?*
10. *If-you-are unwell, or unwilling to-go, you-may stay away.*
11. *They ought to-impose a heavy fine.*
12. *He struck me with an unwieldy bamboo.*
13. *It-would-be fairer to obtain a fresh shearer.*

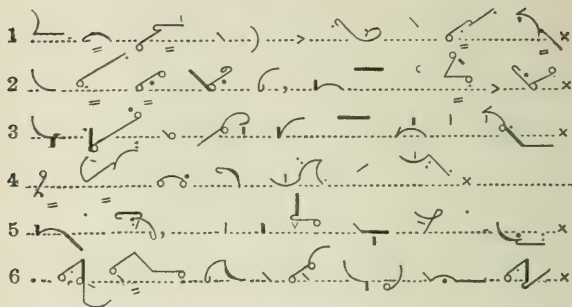
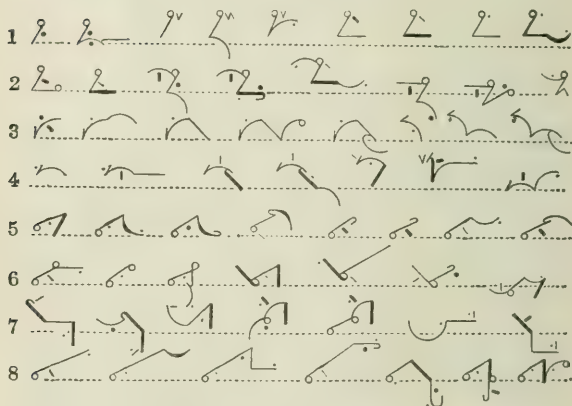
LESSON 22.

TICK AND DOT *H*.

88. It has already been explained (paragraph 15) that the *downward h* is employed when *h* stands alone or is followed by a simple *k* or *g*; and that in most other cases the *upward* form of *h* is written. When the stroke *h* is used medially, care must be taken to write the circle of the *h* so that it cannot be mistaken for the circle *s*; thus  *behave*,  *adhere*,  *unholy*,  *unhook*,  *Mohawk*.

89. The downward *h* is contracted to a mere tick before   (upward) and , and before the heavy letters,   and ; thus  *home*,  *hale*,  *hair*,  *hemp*,  *hearer*. The tick is prefixed to   only when they are followed by a final vowel, as  *hussy*,  *hazy*. Where convenient, the tick *h* may also be prefixed to a straight downstroke hooked for *r*; thus  *Hebrew*,  *hydra*,  *hedger*. The tick *h* is always read *first*, and it is never used in the *middle* of a word. It may, however, be employed medially in *phrases*; thus  *in her own*,  *we have her own*,  *of her*,  *to her*,  *to hear the*.

90. When the stroke *h* would be inconvenient, the aspirate may be expressed by a light *dot*, placed *before* the vowel which is to be aspirated; thus  *manhood*,  *loophole*,  *misapprehension*,  *downhill*.

Exercise 100.*Read, copy, and transcribe.***Exercise 101.***Read, copy, and transcribe.*

Exercise 102.*Write in Shorthand.*














1. Hue, hoe, hoax, hock, hag, hogs.
2. Hall, hull, helper, heal, whole, wholesome.
3. Hire, hirer, herb, hark, hearty, harness.
4. Whom, humane, humanity, hemp, hempen.
5. Hussy, heater, hitherto, hyperbole.
6. Upholster, incoherence, adhesion, boyhood.

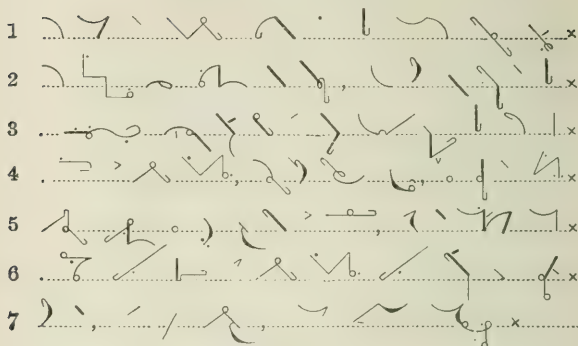
7. Mr. Henry Hopkins,
Halifax, N.S.

Dear Sir :

In-reply-to-your-favor of January 8th, we-have-the-pleasure to enclose-here-with sample of a stain which-will give your mahogany a very rich hue. We-have-no apprehension of failure in-your case, because we-do a big wholesale business in-this stain, which-is-in very general use throughout-the whole of-the United States. Joiners, upholsterers, and others, use it to heighten the effect when finishing high-class jobs, and-we-can assure-you-the stain always turns out well. We-trust to-hear from-you when you have given-the sample a test.

*Very-truly-yours,***CONTRACTIONS.**

	<i>perspective,</i>		<i>prospective,</i>		<i>productive,</i>
	<i>obstructive,</i>		<i>objective,</i>		<i>subjective,</i>
	<i>destructive,</i>		<i>respective,</i>		<i>irrespective,</i>
	<i>retrospective,</i>		<i>respectively,</i>		<i>defective,</i>
	<i>executive.</i>				

Exercise 103.*Read, copy, and transcribe.***Exercise 104.***Write in Shorthand.*

1. *There-is-nothing* admirable *in-the* obstructive ways
of-the respective parties, and-they-are both given
to retrospective wisdom.
2. *You know your objective, and you see how necessary*
a knowledge of perspective will-be, if-you-are to-
please the executive.
3. *They-were one and all* advised to-give up their
destructive ways, and to-repair the defective property.
4. *The speaker said we-were all and each respectively*
liable to prosecution, if our counsel was productive
of-trouble.
5. *The subjective test was by-no-means* properly taken,
and-we-shall ask-the executive to insist upon a more
thorough examination, irrespective of-the teacher's
opinion.
6. *The sketch shows the man's possession of taste,*
but it also proves his defective knowledge of
perspective and a lack of-training.

PHRASEOGRAMS.

*I hope you will, Monday morning,
Tuesday afternoon, yesterday afternoon,
Wednesday evening.*

Exercise 105.

Read, copy, and transcribe.

**Exercise 106.**

Write in Shorthand.

J. Heaton & Sons,
Hamilton, Canada.







Dear-Sirs:















I-beg to ask your attention to-the enclosed price-list and illustrations of-my high-pressure hydraulic pump, and-I-hope-you-will-favor me by a close examination of-the same. Should there-be any likelihood of-your being in-this neighborhood during-the next month, I-hope-you-will give me a call, when I-shall-be happy to show you-the new pruning hook Mr. Heaton spoke of on Tuesday-afternoon last.






Very-truly-yours,






LESSON 23.








UPWARD AND DOWNWARD *l*.






91. At the beginning of a word, *l* is generally written upward; but when *preceded* by a vowel, and *followed* by a simple horizontal letter, it is written downward; so that a downward *l* in such cases indicates the presence of an initial vowel; thus  *alike*, but  *like*;  *along*, but  *long*;  *elm*, but  *lamb*.

92. At the end of a word, *l* is generally written upward; but after    , and any straight upstroke, it is written downward if not followed by a vowel; so that a downward *l* in such cases indicates the absence of a final vowel; thus  *full* but  *fully*;  *vale*, but  *valley*;  *scale*, but  *scaly*;  *squall*, but  *squally*;  *yell*, but  *yellow*.

93. Final *l* is always written downward after  and ; thus  *nail*,  *only*,  *wrongly*.

94. The compound consonant  *rer* is used where downward *r* may be used; thus  *fair*,  *fairer*; but  *aspire*,  *aspirer*.

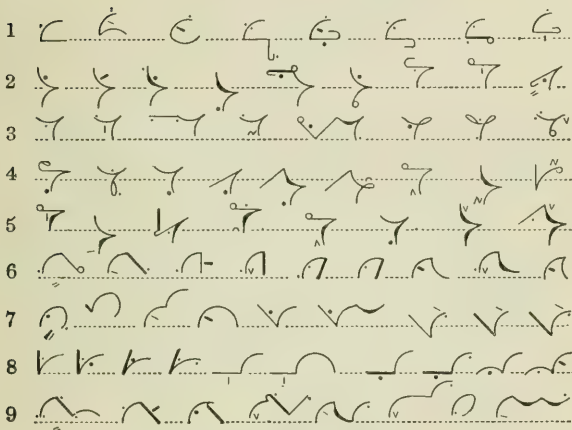
95. The compound consonant  *ler* is used after those letters which would be followed by a downward *l*; thus  *fuller*,  *valor*,  *scaler*,  *squaller*,  *ruler*; while the sign  (*lr*) is used after those letters which would be followed by an upward *l*; thus

 paler,  tiller,  jailer,  cooler,
 molar.

The student should also refer again to paragraph 38.

Exercise 107.

Read, copy, and transcribe.










Exercise 108.



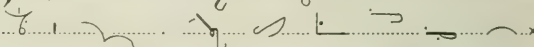
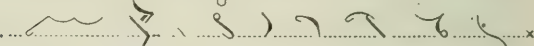


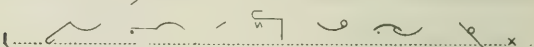
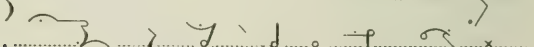
Write in Shorthand.

1. Algoma, Elgin, Aylmer, Elmvale, Nelson.
2. Dunnville, Belleville, Brockville, Hagersville, Stouffville.
3. Newly, Manila, exceedingly, voiceless, facile.
4. Veal, admiral, yell, prevail, Seville, willingly.
5. Veil, fuel, fill, filler, foil, foiler, dual, Powell.
6. Deal, dealer, tall, taller, boil, boiler, pale, paler.
7. Atlanta, Alaska, Lincoln, Lancaster, Altoona.
8. Lexington, Lima, Milton, Toledo, Alpine, Salem.
9. Follow, volley, villa, rally, yellow, villain, felon.
10. Family, sickly, leisurely, loosely, Brazil, heavily.

CONTRACTIONS AND GRAMMALOGS.

 abstraction,
  obstruction,
  subjection,
 objection,
  destruction,
  uniform-ity-ly,
 unanimity-ous.

Exercise 109.*Read, copy, and transcribe.*

1.  x
 2.  x
 3.  x
 4.  x
 5.  x
 6.  x
 7.  x
 8.  x

Exercise 110.*Write in Shorthand.*

1. *What objection can you have to-the obstruction proposed?*
2. *We owe our advance to-the uniformity of-the lessons.*
3. *The subjection of-the enemy and-the destruction of-his ships were-only possible by strenuous labor.*
4. *His abstraction led to an obstruction on-the line.*
5. *We-are unanimous in-our-opinion as-to-the loss of-the vessel.*
6. *The uniformity of-his-life led to-his election as head of-the Executive.*

7. *I-hope-you-will induce them to-remove-the obstruction.*
8. *He gave lessons to-the boy in architecture and architectural design.*

Exercise 111.

Write in Shorthand.

E. Lawson & Sons,

Nelson, B.C.

Dear-Sirs :

In-reply-to-your-favor of June 29th. we-enclose-herewith quotations for umbrellas of-the style you-require, and-we-feel sure you-will like both-the appearance and-the-prices. We-believe our umbrellas and parasols are unsurpassed for elegance of design and finish, as-well-as for length of wear. They-are immensely popular wherever they-are sold, because of-the excellence of-the make and-the reasonable prices at-which they are produced. We-shall-be-pleased to-tell our traveler to-call-upon you if-you desire it.

Respectfully-yours,

Exercise 112.

Write in Shorthand.

The Ellison Bicycle Store,

Niagara Falls, Canada.



Dear-Sirs :













Referring-to-your-favor of-the 12th, the extra long seat pillar for Mr. Lonsdale's chainless bicycle will-be ready by Friday-evening at-the latest, and-will-be-delivered early on Saturday-morning. We-are exceedingly sorry to-learn of-the trouble you have-had through-the delay, but-we-can-assure-you it-is-impossible to-finish the job any sooner.

Very-truly-yours,

LESSON 24.

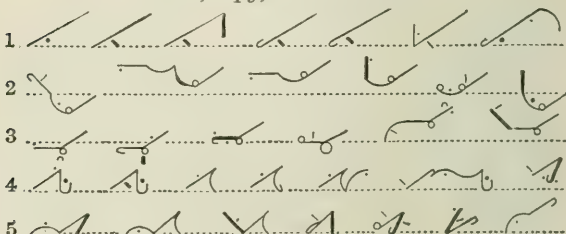
UPWARD AND DOWNWARD *R*.

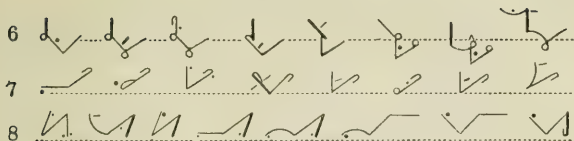
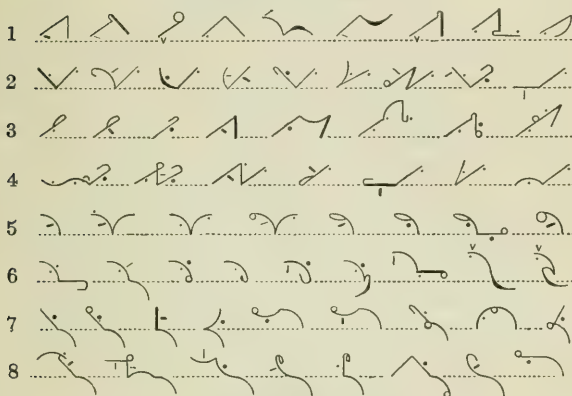
96. The student has already learned (in paragraph 15) the general rule for the use of the upward and downward forms of *r*, and he has seen (in the same paragraph) that the object of the rule is *vowel indication*. Where, however, this object can only be gained at the sacrifice of ease in writing, experience shows that it is better to make an exception to the general rule, to disregard the vowels, and to use the outline which is more easily written, and, therefore, conducive to speed. Accordingly, it was pointed out (in paragraph 49) that *upward r* is written *after* a *straight* upstroke, and *after* a curve and circle like  or . The student is now desired to note that the *upward* form of *r* is also used, regardless of vowels, when it *precedes* *t, d, ch, j, th, kl, gl,* or *w*, and when it *follows ks, gs,* or *two descending strokes*; thus

 *closer*,  *grocer*,  *aright*,  *arrayed*,
 *arch*,  *urge*,  *oracle*,  *argal*,
 *Irwin*,  *prepare*,  *Shakspeare*,
 *trampler*. It will be remembered, too, that final *r* when hooked (paragraph 75) is generally written upward.

Exercise 113.














Read, copy, and transcribe.



**Exercise 114.***Read, copy, and transcribe.***Exercise 115.***Write in Shorthand.*

1. Aspire, aspiration, debar, tippler, arranger, battler.
2. Adhere, mirror, career, ware, beware, unaware.
3. Taxer, glazer, adviser, grocery, answers, razor.
4. Burn, morn, yarn, barn, acorn, sojourn.
5. Rye, raw, rue, reign, wreath, ridge, wrench.
6. Auricle, origination, urging, erudition.
7. Air, airy, arm, orb, irrigation, aroma, ark.
8. Irish, irony, ironical, argue, arraign, era.
9. Jeer, injure, veer, tear, shear, adore, spear.
10. Unfair, polar, inspire, severe, glare, stir, burst.
11. Barrow, tarry, ferry, fury, summary, marine.
12. Dreary, dairy, saddlery, bureau, carry, narrow.

CONTRACTIONS.

 *Reverend*,  *regular*,  *irregular*,
 *public-sh-ed*,  *publication*,  *republic*,
 *republican*,  *repugnant-ce*,  *represent-ed*,
 *representation*,  *representative*,  *responsible-ity*,
 *irresponsible-ity*.

Exercise 116.*Read, copy, and transcribe.*

1
 2
 3
 4
 5
 6
 7
 8
 9

Exercise 117.*Write in Shorthand.*

1. *The publication was sold to-the public by-the representative of-the Rev. Arthur Rose.*
2. *The story of-the republic, just published, shows how-the representatives saw their responsibility and refused to be led by irresponsible men to-the admission of-the repugnant principle of taxation minus representation.*

LESSON 25.

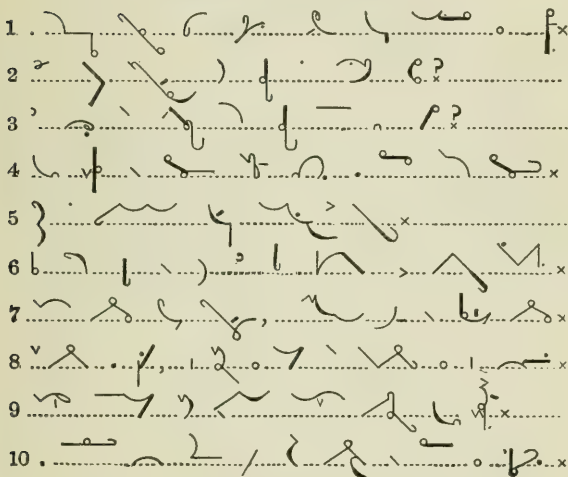
REVIEW.

97. (a) The *shun* hook is written: (i.) Inside curves; (ii.) when added to a hooked or circled straight stroke, on the side *opposite* to the hook or circle; (iii.) on the *under* side of *k* or *g*, when these letters follow *f* or *v*, and on the *upper* side of *k* or *g*, when these letters follow *upward l*; (iv.) on the right side of simple *t*, *d*, or *j*; and (v.) when added to a simple straight stroke *other than t, d, or j*, on the side *opposite* to the last vowel.
- (b) The *shun* hook is *not* written when *shun* is immediately preceded by a diphthong and a vowel.
- (c) When following the circle *s*, the sound of *shun* is expressed by a *small* hook.
- (d) The sound of *r* is added to downward *l* and downward *r* by *thickening* these letters.
- (e) The sound of *p* or *b* is added to *m* by thickening the letter.
- (f) A *large* initial hook adds *w* to *k* or *g*.
- (g) A *large* initial hook adds *wh* to upward *l*, while a *small* initial hook adds *w* to the same letter.
- (h) The aspirate *h* is added to *w* by enlarging the hook of the letter.
- (i) *H* is expressed by a *tick* before)) ((((((, and before the straight down-strokes hooked for *r*.
- (j) When the stroke *h* is not convenient in the middle of a word, the aspirate may be indicated by placing a *dot* before the vowel sign.
- (k) An *initial vowel* may be indicated in such words as *alike*, *along*, by writing the *downward l*; while a *final vowel* may be indicated in such words as *fully*, *scaly*, by writing the *upward l*.

- (7) As a rule, *downward r* is written when a word begins with a vowel followed by *r*; while *upward r* is written if a word ends with a vowel preceded by *r*; but to avoid an awkward outline, *either r* is written, irrespective of vowel.

Exercise 120.

Read, copy, and transcribe.



Exercise 121.

Write in Shorthand.

1. The arrival of-our representative was altogether unexpected.
2. The regular source of-his supplies was insignificant.
3. The new taxation will swell the public revenue.
4. We wish the physician to-make a subjective and objective examination of-her eyes.

5. *The representative of - the ruler wore a uniform of - gray.*
6. *The superscription was a miserable scrawl.*
7. *The discussion was productive of a significant increase in-the subscriptions.*
8. *Your views may-be repugnant to-the executive and-the regular members of -the club.*

Exercise 122.

Write in Shorthand.

James Perry & Sons,
Toronto, Canada.

Dear-Sirs :

If-you have-the least notion of an alteration in-the situation of-your business premises, we should like you to-call and-inspect-the new suite of offices we-have-just put up on Fifth Avenue. There-can-be no better position in-the-city for a business like yours, and-we should-be-pleased to arrange an early lease at favorable rates.

Yours-respectfully,

Exercise 123.

Write in Shorthand.

Mr. Thomas Batty,
Chicago, Ill.

Dear-Sir :

In response to-your inquiry, we-have-the-plea-sure to enclose-herewith specimen pages of-our new "Star Library," with prices of - the books already published. We-shall-be-pleased to-deliver-the whole set to-you on receipt of half-the published price, the other half to be paid within six-months of-delivery; or, if-you prefer it, we-can make a liberal reduction for cash.

Yours-truly,

LESSON 26.

THE HALVING PRINCIPLE.

98. (a) Halving a *light* consonant indicates the addition of *t*; thus *pack*, *packed*; *tree*, *treat*, *treats*, *streets*; *play*, *plate*, *plates*.

(b) Halving a *heavy* consonant indicates the addition of *d*; thus *gray*, *grade*, *grades*; *brew*, *brewed*, *broods*; *rub*, *rubbed*.

(c) A consonant which is *finally* hooked, or which occurs in a word of *more than one syllable*, may (with rare exceptions) be halved to indicate the addition of *either t* or *d*; thus *pain*, *paint* or *pained*, *paints*; *men*, *mend* or *meant*, *mends*; *wave*, *waved*, *waft*, *wafts*; *painted*; *credit*; *rabbit* or *rabid*; *rapid*; *colored*.

Exercise 124.

Read, copy, and transcribe.

1

2

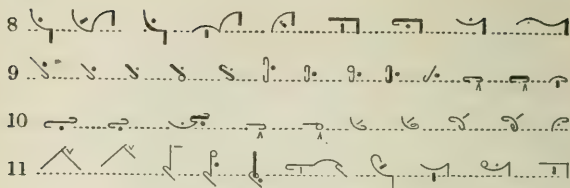
3

4

5

6

7

**Exercise 125.***Write in Shorthand.*

1. Lay, late, colt, pelt, tacked, decked, fight.
2. Enjoy, enjoyed, dodged, jade, goad, goads, dragged.
3. Shot, shots, night, caught, cut, cuts, bud, buds.
4. Spy, spite, stray, straight, mate, mates, notes.
5. Dry, dried, dread, broad, blade, blades, bread.
6. Pen, penned, spend, spends, gain, gained, grained.
7. Grant, grants, lend, lends, fine, find, finds.
8. Shaded, shredded, plated, skated, melted, related.

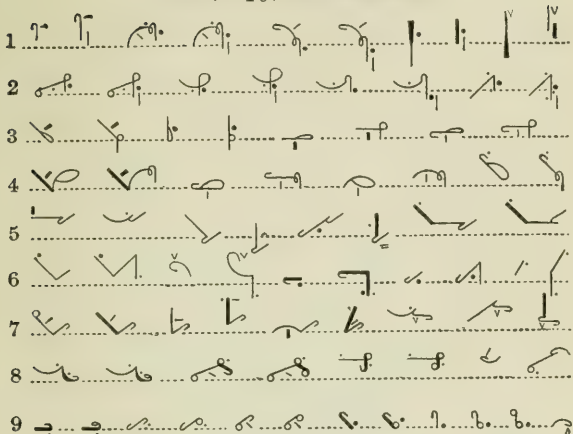
99. (a) Strokes of unequal length must not be joined unless the junction is clearly shown; thus, *checked*, *named*; but *cooked*, *animate*.

(b) Half-sized *t* or *d*, immediately following the consonant *t* or *d*, is always *disjoined*; thus *treated*, *dreaded*, *traded*, *edited*.

100. Half-sized *w* (✓) is used as a contraction for the termination *ward*, *wart*, *wort*, and half-sized *y* (✓) for *yard*; thus *backward*, *stalwart*, *dockyard*.

101. Final *t* or *d*, when followed by a sounded vowel, must be *written in full*; thus *fault*, but *faulty*.

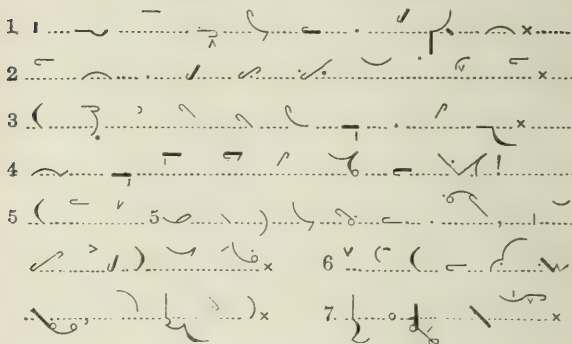
102. There is no *third position* for words whose outlines consist of half-sized letters only, or of horizontal letters joined to half-sized letters. When the vowel or principal vowel in such words is a third-place vowel, the outline is *written in the second position*; thus *tent*, *tint*, *kilt*, *colt*, *meted*.

Exercise 126.*Read, copy, and transcribe.***Exercise 127.***Write in Shorthand.*

1. Doubted, doted, credited, obtruded, imitated.
2. Roast, roasted, arrested, fasted, dusted, lasted.
3. Downward, southward, rearward, stock-yard.
4. Pit, pity, body, giddy, mite, mighty, witty.
5. Rain, rained, rent, rents, learnt, parent.
6. Cough, coughed, craft, crafts, vent, vents.
7. Lodged, bridged, waged, grudged, hinged, dredged.
8. Patted, sifted, wounded, indeed, sounded.
9. Print, prints, tint, tints, wound, wounds.

GRAMMALOGS.

_____ quite, — could, _____ accord-ing or according to or
 cart, — cared, _____ guard, — great, _____ called, — cold or
 equalled, — gold, _____ cannot, _____ gentleman, _____ gentlemen,
 _____ happened, _____ particular, _____ opportunity, _____ child,
 _____ not.

Exercise 128.*Read, copy, and transcribe.***Exercise 129.***Write in Shorthand.*

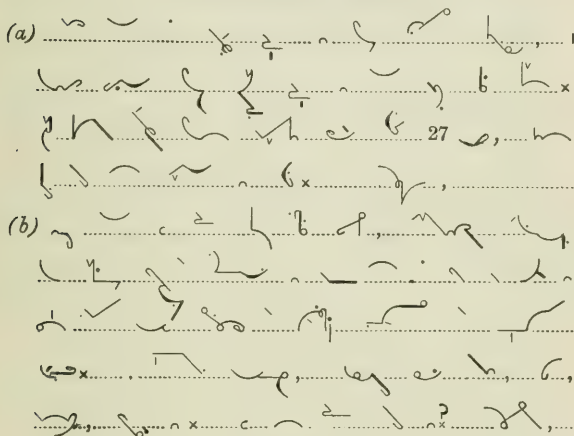
1. *I-cannot quite see how-the gentleman could-have called sooner.*
2. *The particular account you name shall-be settled on-the first opportunity.*
3. *I-happened to be in when-the child changed the note for gold.*
4. *He had a great coat to guard him, so he cared nothing for-the cold.*
5. *We-cannot-be wrong in according-the gentleman a hospitable reception on-this particular opportunity.*
6. *The men stood on guard beside-the great cart which-was loaded with gold for-the bank.*
7. *If-this-gentleman's talents had equalled his audacity, I-know-not what might have happened.*
8. *The little child knelt down and asked-the great God to guard him through-the dreaded night.*
9. *The gentleman had a rooted objection to-the-treatment he received.*

103. The halving principle is employed for the indication of the words *it*, *not*, *word* and *would*, in phrases like the following : *I am not*, *I do not* or *I had*

not, ♪ I did not, ~ you may not, ♪ you are not,
 ~ you were not, ♪ you will not, ~ I hope you will not,
 ~ if it, ~ if it has (or is), ~ in which it is (or has),
 ~ this word, ~ we would be.

Exercise 130.

Read, copy, and transcribe.



Exercise 131.

Write in Shorthand.

Mr. Edward Hunt,
 London, Canada.

Dear-Sir :

We-desire to-call your attention to-the enclosed sample of Fruit Salt, which-we-think-you-may-not know. As will-be observed, the bottle in-which-it-is packed is a very pretty one, and-we anticipate a big demand for-the article when-it-is displayed in-your store. We-shall-be-glad to-hear if-it meets with your approval, and-we-are-sure you-will-not-be wrong in placing it on-your list. Prices of-the different sizes enclosed.

Respectfully-yours,

LESSON 27.

THE HALVING PRINCIPLE (Concluded).

104. The four consonants \frown \smile \curvearrowright \curvearrowleft , besides being halved for the addition of *t*, may be halved and *thickened* to indicate the addition of *d*; thus \frown *palmed*, \smile *mode*, \curvearrowright *aimed*; \frown *designed*, \smile *sound*, \curvearrowright *snowed*; \frown *piled*, \smile *old*; \curvearrowright *shared*, \smile *erred*, \frown *hoard*.

105. The signs \frown *ld* (written downward) and \smile *rd* are *not* used if a sounded vowel comes between the *l-d* or *r-d*. In such cases, the consonants must be written in full; thus \frown *paled*, but \frown *pallid*; \smile *bowled*, but \smile *ballad*; \frown *paired*, but \frown *parried*; \smile *tarred*, but \smile *tarried*.

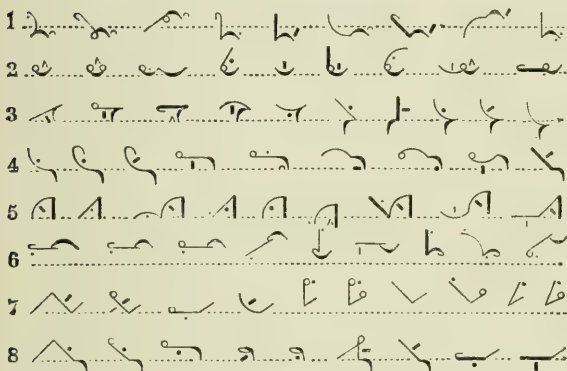
106. The consonants \frown *mp*, \smile *ng*, cannot be halved to express the addition of *t* or *d*, unless they are hooked initially or finally; thus \frown *slumber*, \frown *slumbered*, \smile *impugn*, \smile *impugned*; \frown *canker*, \frown *cankered*. The double consonants \frown *lr* \smile *rr* cannot be halved to indicate the addition of *t* or *d*, under any circumstances, because the signs \frown \smile are utilized for the representation of *ld* and *rd* respectively. (See paragraph 104.)

107. The half-length *r* [\frown] must *never* be written alone, nor with final *s* only added. Words like \frown *rate*, \frown *writes*, are, therefore, written in full. The final

sound of *rt* is generally expressed by the half-length *upstroke*, while the final sound of *rd* is, as a rule, expressed by the half-length *downstroke*; thus *part*, *pared*, *dart*, *dared*. Where it is not convenient, however, to write *rt*, the light half-length upstroke may be employed for the expression of the heavy sound; thus *lard*, *lured*, *geared*.

Exercise 132.

Read, copy, and transcribe.



Exercise 133.

Write in Shorthand.

1. *Be assured you-will repeat the sound results achieved by thousands.*
2. *We-have mailed you a sample copy of part three of-our new monthly.*
3. *We-enclose rate card, and would ask-you to note this-point: the circulation of-the paper is insured by-its value.*

4. *We have presumed to send you details of our new patent, and it would afford us great pleasure to add your name to our list of subscribers.*
5. *May we point out to you why our paper is read by thousands of the class it is desired to reach?*
6. *On our part, we are prepared to do our best until the difficulty is conquered.*
7. *We see the impending struggle, but with your help we shall conquer, hard though the task may be.*
8. *We write to say we followed your counsel, and the business was allowed to proceed.*

GRAMMALOGS.

S build-ing or able to, T told or till it, T... tried,
 T toward or trade, J did not, J... had not or do not,
 T... chaired, T cheered, U if it, U... that, U without,
 T third, U sent, S somewhat, U short, U met,
 U meeting.

Exercise 134.

Read, copy, and transcribe.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

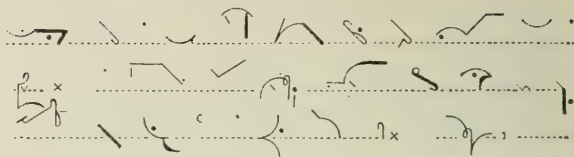
Exercise 135.*Write in Shorthand.*

1. *Will-you not be-able-to come to-the meeting when-the store is closed? Tom was chaired at-the last one.*
2. *If-it-is-possible, I-will come in for a short-time.*
3. *He-told them that without a doubt he-would send a cheque to-day, and-this cheered them.*
4. *We-tried to-find out-the extent of-his trade, but-we-did-not succeed.*
5. *We-thought-you-might go to see him on-the third.*
6. *We-did send him a colored piece, but it-was somewhat different from-the pattern he-sent.*

PHRASEOGRAMS.

at any rate, at all events, at all times,
 at some time, at the same time,
 for some time, from time to time.

Exercise 136.*Read, copy, and transcribe.*



Exercise 137.

Write in Shorthand.

Mr. Edward Hindley,
Edmonton, Alberta.

Dear-Sir :

In-reply-to-your-favor of-the 30th ult., we would-say that-we-are, at-all-times, willing to-replace any-part of a bedstead which-may-be-found damaged on-delivery, if-it-is quite-clear that-the fault is ours. You-may-rest assured that all-our bedsteads are built of-the finest steel and iron, and-that every care is taken to see that-the goods are right when sent out of-the factory. At-the-same-time, it-may happen, from-time-to-time, that some latent flaw may-be discovered when a bedstead has left our place, in-which-case we-are-only too-glad to remedy the defect, and-thus show our earnest desire to-turn out absolutely sound goods. Please indicate the faulty part, and-we-will forward one to-replace it.

Yours-respectfully,

LESSON 28.

THE DOUBLING PRINCIPLE.







108. Curved consonants are doubled in length to indicate the addition of *tr*, *dr*, or *thr* (heavy); thus *laughter*, *lender*, *another*, *mother*. (See paragraph 113.)







109. Straight consonants with an initial circle, or with a final hook or finally-joined diphthong, or following another stroke, are doubled in length to indicate the addition of *tr*, *dr* or *thr*; thus *painter*, *tender*, *rafter*, *captor*, *counter*.











110. The character is doubled in length to express the addition of *r*; thus *pamper*, *temper*, *chamber*; while the character is doubled in length to indicate the addition of *lr* or *gr*; thus *shrinker*, *longer*. It is, however, generally more convenient to use the signs and in verbs, because they can be readily halved for the past tense; as *clamber*, *clambered*, *conquer*, *conquered*. The hooked forms may be doubled in length for the addition of the syllable *-er*; thus *linger*, *lingerer*, *lumber*, *lumberer*.









111. In very common words, where there is no likelihood of clashing, it is allowable to make a letter double length to express the addition of *-ture*; thus *feature*, *signature*, *picture*.

112. Final *tr*, *dr*, or *thr*, when followed by a vowel, must be written, and not indicated by doubling; thus

 *flatter*, but  *flattery*;  *cinder*, but  *cindery*;  *signature*, but  *signatory*.

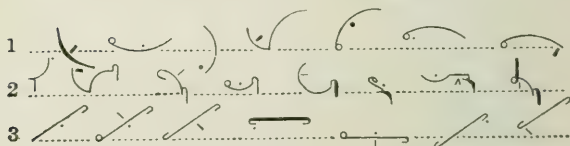
113. The double-length , when standing alone, or with a final circle only added, is reserved for the representation of *light sounds*; thus  *letter*,  *alter*; words like  *leader*,  *ladder*,  *leather*, being written as here shown.

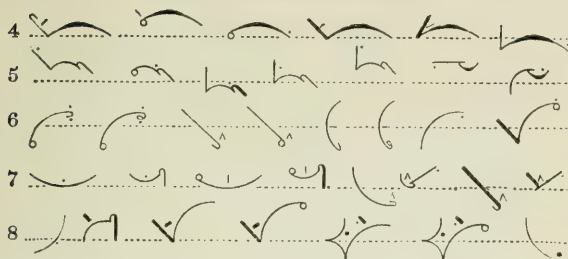
114. When the present tense of a verb is written with the double-length principle, the past tense is written with the half-length principle; thus  *matter*,  *mattered*;  *ponder*,  *pondered*;  *canter*,  *cantered*;  *winter*,  *wintered*,  *loiter*,  *loitered*.

115. Double-length downstrokes have only the *third* position, through the line; thus  *plunder*,  *splendor*,  *tender*,  *asunder*. Double-length horizontal letters take *two positions* only; thus  *matter*,  *motor* or *meter*;  *canter*,  *counter*. Double-length upstrokes may be written in any of the three positions, in accordance with the rules governing the position of outlines. (See pars. 7, 13, and 18.)

Exercise 138.

Read, copy, and transcribe.

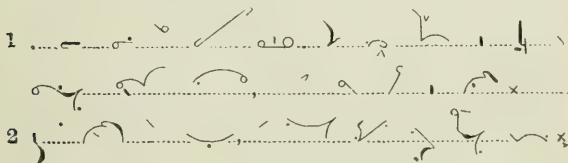


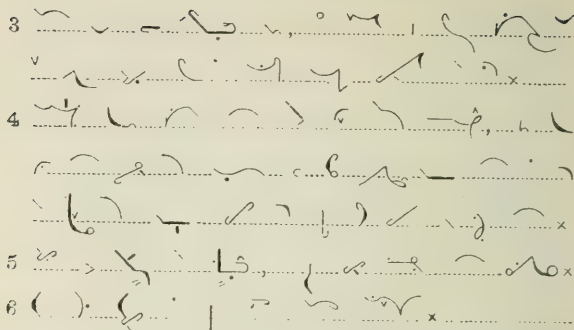
**Exercise 139.***Write in Shorthand.*

1. Mender, slander, slender, flounders, borders, remainder.
2. Calendar, folders, fathers, knitters, flitters.
3. Disasters, stimulator, litters, oyster, barters.
4. Stamper, stampers, thumper, moulder, scamperer.
5. Banter, banters, grafter, rafters, printers.
6. Elector, electors, protector, chapters, numerator.
7. Render, renders, rendered, blenders, pandered.
8. Slaughtered, sweltered, feathery, gentry, wondered.

GRAMMALOGS.

∞ spirit, ∞ may not, ∞ hand, ∞ under, ∞ yard,
 \ word, / wonderful-ly.

Exercise 140.*Read, copy, and transcribe.*



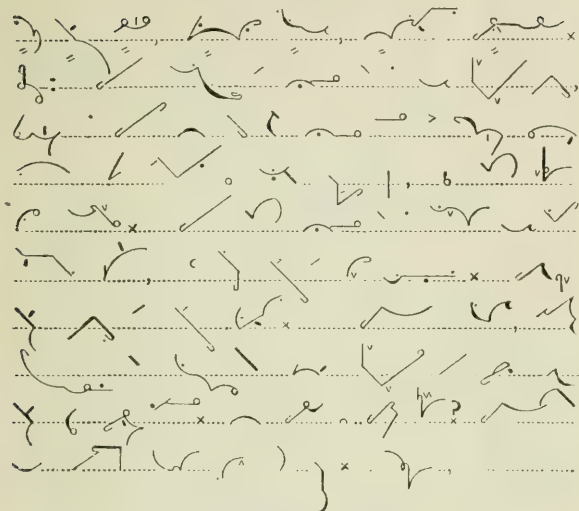
Exercise 141.

Write in Shorthand.

1. *They-want to know why he-went to Atlantic-City and showed his hand.*
2. *If-this-is-the spirit in-which-you speak of-the secret, it-won't-be long ere it-is-known to all.*
3. *I-fear it-is-not your nature to be quiet; but unless you-are more prudent you-will yet have to-repent some rash word.*
4. *You-are wonderfully outspoken, and-not a yard will I-move until I-see-you under-the care of-the inspector.*

PHRASEOGRAMS.

116. In accordance with the preceding rules, the doubling principle is employed in phraseography for the indication of the words *there*, *their*; thus (a) In stroke logograms, as in *in their*, *can be there*, *upon their*, *has to be there*; (b) In outlines that are not logograms as *I have seen their*.

Exercise 142.*Read, copy, and transcribe.***Exercise 143.***Write in Shorthand.*

Mr. John Henderson,
Nome, Alaska.





Dear-Sir:






We-have-your-letter of-March 24th, and-we-shall order-the cylinder bolts from-the factory before-there-is time for-the-other parts of-the machinery to-come forward. We-know-there-is an extra rush of-orders just-now, but-we-think-there-is-no likelihood of-your-order being delayed. If-there-is-the least indication of-such a thing we-will-see to-it that less pressing jobs are put aside, so-that nothing shall hinder the finishing of-your gold mining machinery by-the promised date.



Very-truly-yours,

LESSON 29.

VOCALIZATION OF DOUBLE CONSONANTS.

117. To obtain a good outline, the double consonants of the *pl* and *pr* series may be employed even though an accented vowel comes between the two consonants. If the intervening vowel is a dot vowel it is expressed by writing a small circle AFTER the consonant stroke for a *long* or *short vowel*; thus  *careless*,  *chairman*,  *cheers*,  *dark*.

118. An intervening dash vowel, or a diphthong, is expressed by writing the vowel or diphthong sign THROUGH the consonant stroke; thus  *Baltimore*,  *mixture*. When, however, an initial or final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the BEGINNING of the consonant for a first-place vowel or diphthong, and at the END for a third-place vowel or diphthong; thus  *corporal*,  *figuration*; also when the general rule of placing the circle is awkward of application, the circle may be written before the stroke; thus  *flashily*.





119. The methods of vocalizing the double consonants provide the writer with an additional means of distinguishing words in *-tor* from words in *-ture*; thus  *captor*,  *capture*.








GRAMMALOGS.

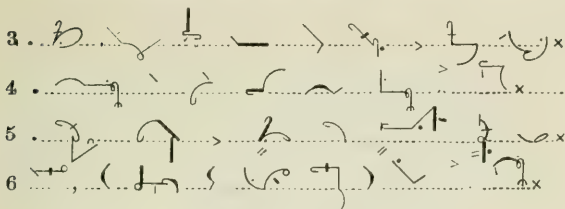
e school, *e* schooled.

Exercise 144.

Read, copy, and transcribe.

1 .  .  .  .  . *e* x .

2 .  .  .  .  .  .  .  . x .



Exercise 145.

Write in Shorthand.

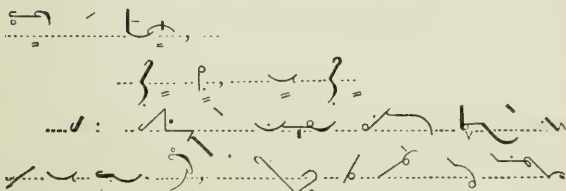
Mr. Charles Reid,
Charlottetown, P.E.I.
Dear-Sir :

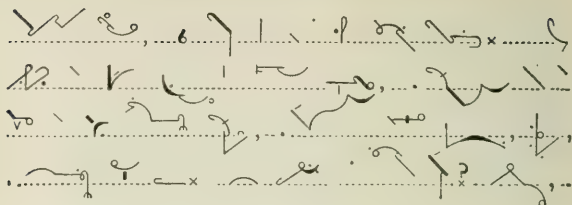
I-have-your-favor of-the 24th inst., and-I-find that-the-terms you propose are, on-the whole, reasonable. Your calculation of-profits, however, is palpably wrong in-one instance, as you-will-see on further-examination. You-will recollect that-it-will-be-necessary for-you to-cultivate the trade in-your district. My former representative was culpably careless towards-the end of-his engagement, and-the business will require a little nursing for a time. I-am-perfectly sure, however, that a display of energy by a sharp man of persuasive talents, and a judicious distribution of-the literature I-will send you, will soon encourage a return of-the former extensive sales. Please call here on-Thursday to-sign-the agreement.

Yours-truly,














Exercise 146.

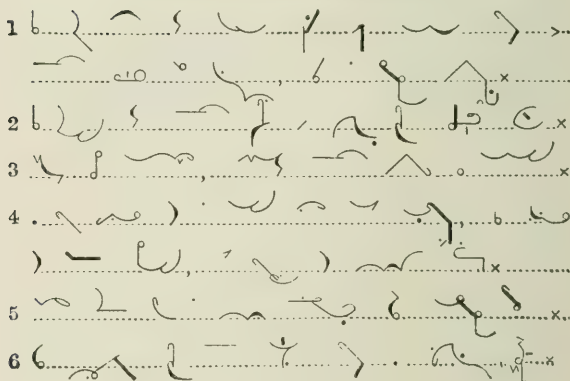
Read, copy, and transcribe.










CONTRACTIONS.

 *commercial*,  *financial*,  *especial-ly*,
 *influential*,  *uninfluential*,
 *substantial-ly*,  *unsubstantial-ly*,  *con-*
troversy-sial,  *circumstance*,  *circumstantial*,
 *immediate*,  *immediately*,  *prejudice-cial*.

Exercise 147.*Read, copy, and transcribe.*





Exercise 148.*Write in shorthand.*

1. *It-is especially important that-you-should deliver-the goods immediately.*
2. *Any delay may prejudice your chances of-further orders.*
3. *There-is a substantial increase in-the financial returns.*
4. *Your immediate attention is essential, if-you would secure-the business.*
5. *The unsubstantial nature of-the commercial traveler's resources rendered his chances hopeless.*
6. *The circumstances attending-the controversy were far from pleasing to-him.*
7. *His influential position is lost, thanks to-his insane fondness for controversial discussion.*
8. *Oh, yes, the circumstances were noted immediately, but they-were regarded as entirely uninfluential.*
9. *The circumstantial detail of-the narrative proved its accuracy.*

120. Any unimportant word such as *the, of, or, etc.*, may be omitted in a phraseogram; thus  *for (the) sake (of)*,  *more (or) less*,  *side (by) side*, etc. It is well to vocalize *him* (so that it may not clash with *me*) in such phrases as  *before him*,  *to him*, etc.








121. Judicious phrasing should be carefully cultivated by the student, as a great aid both to speed and legibility; but he should guard against the temptation to join together words which are not naturally related to one another, or which, if joined, would result in an outline extending too far from the line of writing. For additional practice in phraseography, and for further exercise in the reading of shorthand, the student is referred to "The Phonographic Phrase Book," "Selections from American Authors," and "Self-Culture," particulars of which will be found in the list at the end of the present work.

PHRASEOGRAMS.

 *I am directed to state*,  *I am instructed to state*,  *I am requested to state*,  *deliver immediately*.

Exercise 149.

Read, copy, and transcribe.

- (a)  14  22  267,
- (b)  22  267,
- (c)  267,
- (d)  267,

Exercise 150.

Write in Shorthand.

(a) *Dear-Sir: In-reply-to-your-letter of- the 16th inst., I-am-directed-to-state that-there-is-no such policy holder on our books. Very careful examination has-been made, and-it-must-be that your clerk was in error. Respectfully-yours,*




(b) *Gentlemen: I-am-requested to ask if-you-can deliver-immediately at our central depot in New York, three of-your No. 4 Bicycles, fitted with Coaster Brake, and to ask, if-you-are unable to arrange this, upon what date you-could make delivery? Yours-truly,*





LESSON 30.















DIPHONIC OR TWO-VOWEL SIGNS.


122. In many words two vowels occur consecutively, each being separately pronounced. To represent these, special signs have been provided called *diphones* (from the Greek *di* = double, and *phōnē* = a sound). In most instances, the first of the two consecutive vowels is the more important, and therefore the diphonic sign is written in the vowel-place which the first vowel would take if this occurred alone, that is, if it were not followed immediately by another vowel. The method of using the *diphones* is explained in the following rules.





123. The *diphone*  is written as follows:—

(a) In the first vowel-place to represent the vowel *ah* or *ă* and any vowel immediately following; thus  *sahib*,  *Judaism*,  *ultraist*.

(b) In the second vowel-place to represent *ā* or *ē*, and any vowel immediately following; thus  *layer*,  *laity*,  *betrayal*,  *surveyor*.

(c) In the third vowel-place to represent *ē* or *ī* and any vowel immediately following; thus  *real*,  *reality*,  *re-enter*,  *amiable*,  *meander*,  *geography*,  *geographical*,  *champion*,  *heaviest*,  *burying*,  *glorious*,  *creator*,  *creation*,  *serial*.

124. The *diphone*  is written as follows:—

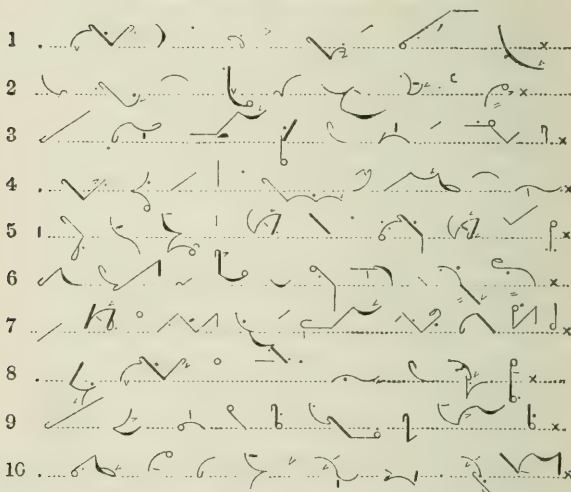
(a) In the first vowel-place to represent *aw* and any vowel immediately following; thus  *flawy*,  *drawer*,  *drawings*,  *cawing*.

(b) In the second vowel-place to represent *ō* and any vowel immediately following; thus *showy*, *bestowal*, *poet*, *poetical*, *coercion*:

(c) In the third vowel-place to represent *ōō* and any vowel immediately following; thus *bruin*, *brewery*, *Louisa*, *Lewis*, *truant*.

Exercise 151.

Read, copy, and transcribe.















Exercise 152.

Write in Shorthand.

1. *Our shares have-been at a premium during-the whole of-the period.*
2. *Such a policy would-be ruinous to-our firm and lead to disagreeable circumstances.*

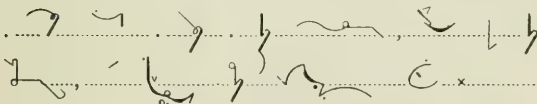
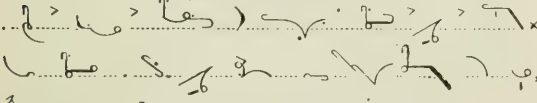
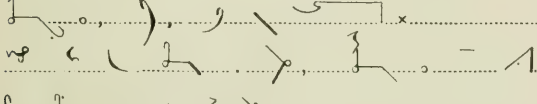
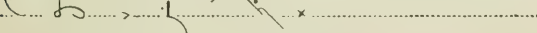
- 3 *The debt is repayable to-the purveyor in monthly instalments.*
- 4 *The matter of-the Gaiety Theatre is-to-be left in abeyance.*
- 5 *Kindly re-arrange the terms and see to-the re-insurance of-the theatrical costumer's premises without delay.*
- 6 *Your theory of minute forms may seem all-right, but-you-will-find a freer style will give you better results.*
- 7 *The bestowal of-these honors upon-the principal of-the college and-his coadjutor, Mr. Lewis Owen, has given great-pleasure to all-their pupils.*

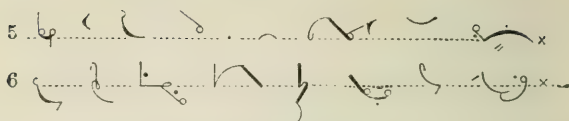
CONTRACTIONS.

 passenger,  danger,  dangerous,  stran-
ger,  messenger,  manuscript,  whenever,
 whatever,  transcribe,  transcript,
 transcription,  transfer. (The letter *n* is
frequently omitted in the prefix *trans*.)

Exercise 153.

Read, copy, and transcribe.

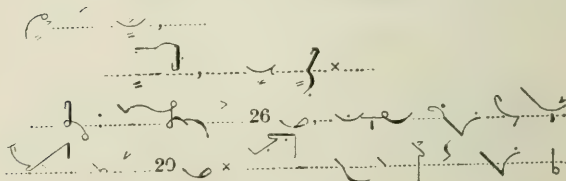
1 
2 
3 
4 

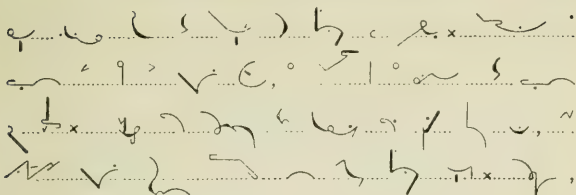
**Exercise 154.***Write in Shorthand.*

1. Ask-the passenger, to-take a messenger with him and-send back the transcript of-the manuscript immediately.
2. The transmission of-the transcription proved more dangerous than-the stranger expected.
3. Whenever you-write, and whatever-the-matter may-be, you-should-be-able-to read or transcribe every word of-it.
4. You-should-understand that-there-is danger in transgressing any rule, and-that-the more accurate the shorthand note, the more correct will-be-the transcript.
5. I-understood that-the-transfer of-the stock was-made at-the-end of-last September.
6. What-is-the nature of-the transgression with-which -the messenger is charged?

PHRASEOGRAMS.

I regard, I regret, I do not understand,
 your esteemed favor, I am in receipt of your
 esteemed favor, in reply to your esteemed favor.

Exercise 155.*Read, copy, and transcribe.*



Exercise 156.

Write in Shorthand.

The Victoria Chemical Stores,

Montreal, Que.

Gentlemen :







In-reply-to-your-esteemed-favor of-yesterday, the reason why we returned you-the barrel of zinc sulfate was because analysis showed that-it-was-not equal to-our sample, and was, therefore, quite useless to us. We-do-not-understand why it-was sent, since we-presume you-were aware that such a standard would-not suit our purpose at-all. Please send us another barrel immediately, and-be careful to see that-it-is exactly what we ordered.

Very-truly-yours,















LESSON 31.



W AND Y DIPHTHONGS.












125. When the sound of *w* or *y* (or *ï*) is followed by a vowel, long or short, and a *diphthong* is formed, it is represented by a small semicircle; thus






wah		waw	yah		yaw
wā		wō	yā		yō
wē		wōō	yē		yōō




126. The semicircle is written in the place which the vowel forming the second element in the diphthong would take if it occurred alone; thus





 boudoir,  assuage,  sea-weed,  chamois,
 misquote,  lamb's-wool,  Spaniard,
 spaniel,  yearling,  Arignon  million,
 misyoked,  question,  accuse.

127. The semicircles and their uses will be better remembered if the student observes that the SIDES of the circle  represent the *w* diphthongs, and the lower and upper halves  represent the *y* diphthongs.

128. (a) The right semicircle for *waw* or *wō* may be joined to —    as in  walk,  warm,
 warn,  water,  watcher,  washer,
 Walmsley,  wampum.

(b) The right semicircle is also prefixed to — —
 as an abbreviation for *w*; thus  *woke*,
 *wig*,  *women*,  *Wimpole*.

129. In proper names, the left semicircle is prefixed to downward *l*, as an abbreviation for *wi*; thus
 *Willam*,  *Wilks*,  *Wilson*.

130. The joined initial semicircle is always read first, so that the abbreviated form of *w* cannot be employed in words commencing with a vowel; compare  *wake* and  *awake*;  *woke* and  *awoke*.

Exercise 157.

Read, copy, and transcribe.



Exercise 158.

Write in Shorthand.

1. *We-must warn-the workman not to-make-the washers too tight.*
2. *Ask-them to withhold the order until I-have-seen Mr. Wakefield.*

3. *They did their best to assuage the pain, but-the woman's weakness rapidly increased.*
4. *There-is-no palliation for-the Austrian's offence, and-after a brief period in prison, he-will-have to pay the penalty of-his crime.*
5. *We-are-sending-the tapioca and-the water-melons. but-we-have-no stock of lime-water at-present.*
6. *All-our paper is marked with our special water-mark.*

CONTRACTIONS.

better than, rather than, rather or writer,
 perform-ed, performer, perform-sance,
 reform-ed, reformer, reforma-tion,
 inform-ed, informer, informa-tion,
 thankful, thanksgiving.

Exercise 159.

Read, copy, and transcribe.

1.
 2.
 3.
 4.
 5.
 6.
 7.
 8.

PHRASEOGRAMS.

I have to inform you *please inform us,*
..... please quote us, *please let me know,* *please*
let us know, please note, *please forward.*

Exercise 160.

Write in Shorthand.

1. *I-have-to-inform-you that-the report will go forward by-rail to-morrow.*
2. *Please-quote-us for 5,550 copies in typewritten facsimile of-the enclosed circular.*
3. *Please-let-me-know if cotton is being held back in-your district.*
4. *Please-let-us-know when you-can deliver-the fifty bales of cotton, which-are still due.*
5. *Please-note-that bale No. 47 is-no better-than-the rest.*
6. *Please-forward immediately 30 pieces No. 85 Print.*

Exercise 161.

Write in Shorthand.

Mr. Wm. Bryon,
 Sarnia, Ont.

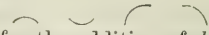











Dear-Sir :

In-reply-to-your-esteemed favor of-the 8th, I-have-to-inform-you that-the sale of-the property referred to takes-place on-the 26th inst. If-you desire further-particulars in-addition-to-those given in-the catalogue enclosed, I-shall-be-glad to furnish them. Please-note that-there-is-no present-intention of disposing of-the hotel in Royal Avenue. I-can, however, inform-you of-some very-good hotel property which-is for-sale, if-you care to speculate in-that-direction.

Yours-very-truly,

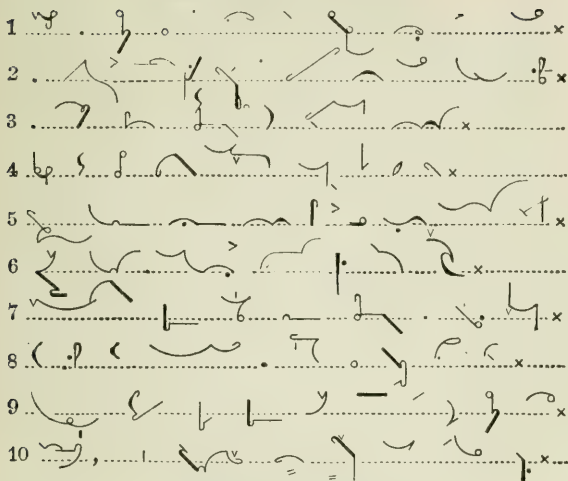
LESSON 32.

REVIEW.

131. (a) Light letters are halved for *t*; heavy letters for *d*; but a letter which is *finally* hooked, or which occurs in a word of *more than one syllable*, may be halved for *either t or d*.
- (b) The four letters  may be *halved and thickened* for the addition of *d*.
- (c) When a vowel intervenes between *l-d* or *r-d*, these letters must be written in full.
- (d) Final *t* or *d*, followed by a sounded vowel, must be written in full.
- (e) Half-sized *t* or *d*, immediately following the letter *t* or *d*, is always *disjoined*.
- (f) Half-sized  [] is written as a contraction for *ward, wart, wort*, and  for *yard*.
- (g) The halving principle is used in phrasing to indicate the word *not, it, word, would*.
- (h) The syllable *tr, dr, or thr* (and sometimes *ture*), is expressed by doubling the length of the preceding stroke.
- (i) The character  is doubled in length for the addition of *r*;  is doubled for the addition of *kr* or *gr*;  for *-er*.
- (j) The doubling principle is used in phrasing to indicate the addition of the word *there* or *their*.
- (k) A dot vowel may be indicated between a stroke and an *initial hook* by writing a *small circle* after the stroke.
- (l) A dash vowel may be indicated between a stroke and an initial hook by *intersecting* the vowel sign, or, where this is not convenient, by writing the vowel sign at the *beginning or end* of the stroke.
- (m) The angular signs  are employed to express a vowel followed by any vowel.
- (n) The abbreviated *w* may be prefixed to *downward l*.
   
- (o) The *w* and *y* diphthongs are expressed by a small semicircle.

Exercise 162.

Read, copy, and transcribe.







Exercise 163.









Write in Shorthand.




1. *I-hope-you-will-not-be* annoyed *at-my-request for-*
-payment.
2. *You-may-not-know that-the* influence *of-this-gentleman*
is enormous.
3. *I-hope-you-are at-all-times* willing *to-do your-best for-*
-the welfare of-the house *which-you represent.*
4. *I-think-there-is* room *for improvement in-your* methods
of-work.
5. *I-must ask-you to be* prepared, *for-there-is sure to be a*
strict inquiry.
6. *I-am-directed to ask-you to* attend here *at seven*
o'clock this-evening.
7. Please-note *that-you-are to-deliver-immediately the*
goods named in-my-letter of-yesterday.
8. *Your-esteemed-favor of-the 4th is to hand, and-I-am-*
-much-obliged.








LESSON 33.





PREFIXES.




132. *Con-* or *com-*, when it is the first sound in a word, is expressed by a *light dot*, written at the commencement of the outline; thus  *conspire*,  *commence*,  *console*,  *commit*. Where the *con-* dot is employed, it should be the *first sign written in the word*.









133. (a) When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant *close to* or *under* the first; thus  *inconstant*,  *disconnected*,  *recompense*,  *incumbent*,  *recognize*. The rule may also be applied to phrases; thus  *you will comply*,  *I am content*,  *I shall be compelled*.




(b) *Accom-* is represented by a joined or disjoined ; thus  *accommodation*,  *accommodate*.













134. *Inter-*, *intro-* or *enter-* is expressed by  *nt* joined or disjoined; as may be convenient; thus  *interfere*,  *interline*,  *introduce*,  *introspection*,  *entertain*,  *enterprise*.

135. *Magna-*, *magni-* or *magne-* is expressed by a disjoined ; thus  *magnanimous*,  *magnificence*,  *magnetize*.

136. *Self-* is expressed by a disjoined circle *s*; thus  *self-possessed*,  *self-defence*,  *self-conscious*.





137. Before the circled letters  *n*,  *i*,  *o*,  *c* *in-* is expressed by a small hook, written in the *same direction* as the circle; thus  *inspiration*,  *instructor*,  *inscribe*,  *inhabit*.






138. The small hook for *in-* is never used in negative words, that is in words where *in-* has the signification of *not*. In all such cases *in-* must be written with the stroke *n*, as  *hospitable*,  *inhospitable*,  *inhuman*.




139. Negative words which begin with *il-*, *im-*, *in-* or *un-*, are distinguished from the positive by repeating the first consonant; thus  *legible*,  *illegible*;  *mortal*,  *immortal*;  *noxious*,  *innocuous*;  *known*,  *unknown*. Negative words commencing with *ir-* may generally be distinguished without repeating the *r*; thus  *resolute*,  *irresolute*. But it is sometimes necessary to repeat the consonant; thus  *redeemable*,  *irredeemable*.






Exercise 164.





Read, copy, and transcribe.

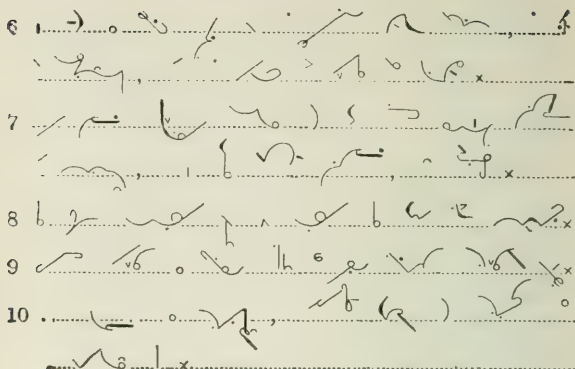
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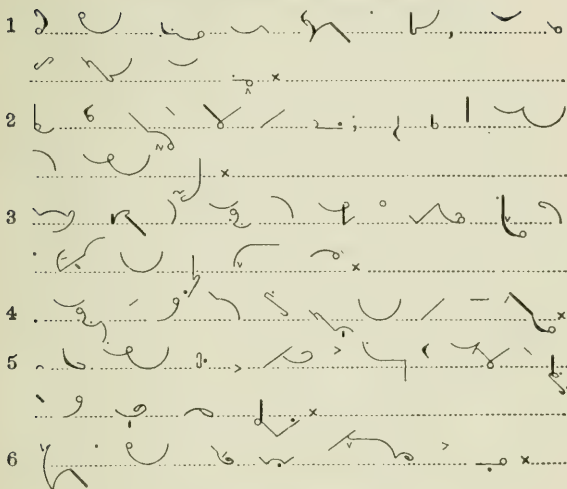
Exercise 165.

Write in Shorthand.

1. *I-am conscious that your misconduct may cause considerable confusion.*
2. *If-you-can introduce a competent entertainer, I-will instruct the committee to pay him well.*
3. *In-your magnificent self-esteem you forget-the magnitude of-your self-imposed task.*
4. *If-the instructor destroys the instruments, he-may cause irreparable mischief.*
5. *I-am convinced that-my interposition is necessary to remove-the misconception.*
6. *I-shall contrive to be present at the company's meeting to-morrow.*














CONTRACTIONS.

proficient-cy-ly, *deficient-cy-ly*, *efficient-cy-ly*,
inefficient-cy-ly, *sufficient-cy-ly*,
insufficient-cy-ly, *observation*, *preservation*,
electric, *electrical*, *electricity*,
inconsiderate, *selfish-ness* *unselfish-ness*.

Exercise 166.*Read, copy, and transcribe.***Exercise 167.***Write in Shorthand.*

1. *We guarantee to-keep a sufficient staff of teachers to-turn out thoroughly efficient stenographers.*
2. *We-test the efficiency of-every teacher by examination, so-that no inefficient person can find a place.*
3. *The tests are severe enough to-prove whether a man is proficient or deficient in-his-knowledge.*
4. *Our proficiency tests are-the result of-long years of observation and trial.*
5. *We-have-no selfish end in-view, our only object being-the preservation of a high standard in-the-school.*
6. *You-will-see, therefore, that your conclusions are both inconsistent and inconsiderate, and-we-trust you-will acknowledge-the inconsistency of-your position now that our unselfishness has-been sufficiently proved to-you.*

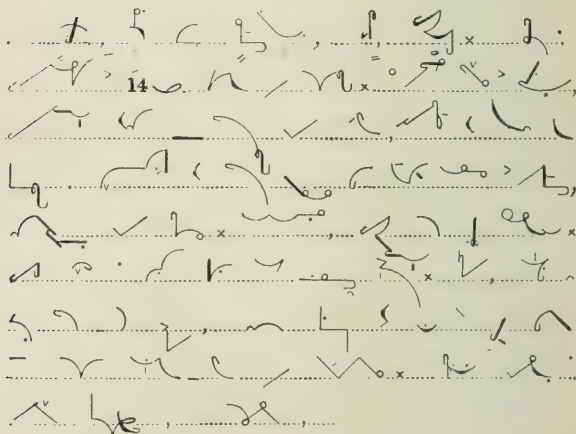
PHRASEOGRAMS.

 *early consideration.*  *further consideration,*
 *further considered,*  *take (taken) into*
consideration,  *shall be taken into consideration,*
 *as soon as convenient,*  *in consequence,*
 *and the contrary,*  *on the contrary,*
 *to the contrary,*  *at your early convenience,*
 *general manager,*  *yours sincerely.*

The prefix *con-* may be omitted in any phrase similar to the foregoing.

Exercise 168.

Read, copy, and transcribe.



Exercise 169.

Write in Shorthand.

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Windsor, Ont.



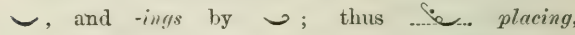
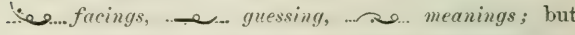
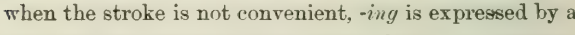
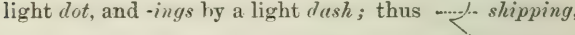
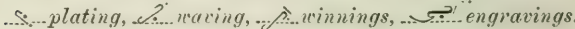
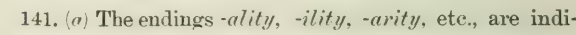


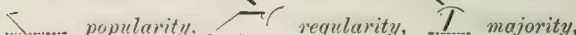
Gentlemen :

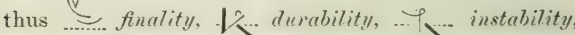
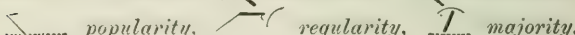
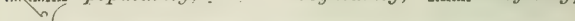
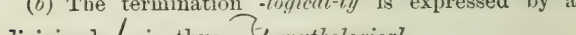
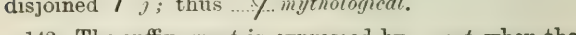
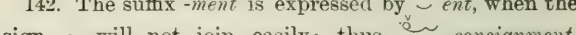
On further-consideration I-have-decided to-accept your-offer of-the premises in Sycamore Avenue, subject to possession being given by-the 1st September. Perhaps you-will give early-consideration to-the likelihood of-this being arranged, and let me know your decision as-soon-as-convenient. I-am-obliged to stipulate for-this condition in-consequence of-having to vacate my present premises by-the date named. I-must ask-you to-take-into-consideration also the fact that I-shall-be-obliged to-make several alterations before-the premises are exactly suitable for-my-requirements. You appear to-think-me new to-this business, whereas, on-the-contrary, I-have-been engaged in-it for-the-last ten years. Trusting to-receive a reply at-your-early-convenience,

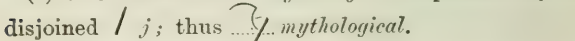
Yours-sincerely,



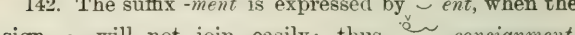
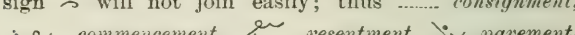
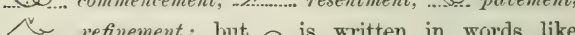
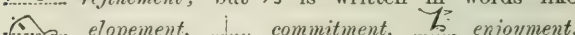
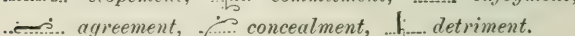

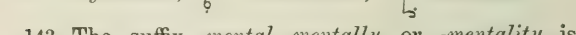
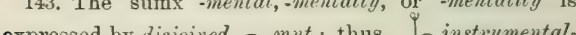
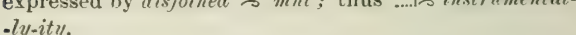
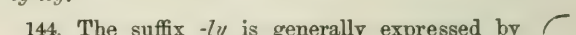
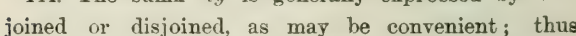

LESSON 34.


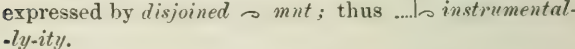
SUFFIXES AND TERMINATIONS.



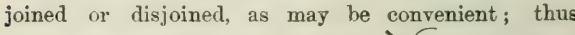
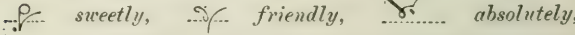
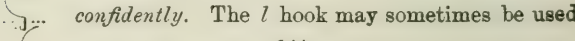
140. The suffix *-ing* is generally expressed by the stroke , and *-ings* by ; thus  *placing*,  *facings*,  *guessing*,  *meanings*; but when the stroke is not convenient, *-ing* is expressed by a light dot, and *-ings* by a light dash; thus  *shipping*,  *plating*,  *waving*,  *winnings*,  *engravings*.




141. (a) The endings *-ality*, *-ility*, *-arity*, etc., are indicated by *disjoining* the stroke preceding the ending; thus  *finality*,  *durability*,  *instability*,  *popularity*,  *regularity*,  *majority*,





(b) The termination *-logical-ly* is expressed by a disjoined */j*; thus  *mythological*.








142. The suffix *-ment* is expressed by  *ent*, when the sign  will not join easily; thus  *consignment*,  *commencement*,  *resentment*,  *pavement*,  *refinement*; but  is written in words like  *elopement*,  *commitment*,  *enjoyment*,  *agreement*,  *concealment*,  *detriment*.

143. The suffix *-mental*, *-mentally*, or *-mentality* is expressed by *disjoined*  *mnt*; thus  *instrumental-ly-ity*.

144. The suffix *-ly* is generally expressed by  joined or disjoined, as may be convenient; thus  *sweetly*,  *friendly*,  *absolutely*,  *confidently*. The *l* hook may sometimes be used







in words ending in *-ly*; thus  *briefly*,  *deeply*,  *actively*.







145. The suffix *-ship* is expressed by , joined or disjoined, as may be convenient; thus  *citizenship*,  *hardship*,  *clerkship*.







146. The terminations *-fulness*, *-lessness* and *-lousness* are expressed respectively by *disjoined*  *fs* and  *ls*; thus  *usefulness*,  *uselessness*,  *lawfulness*,  *lawlessness*,  *sedulousness*.







Exercise 170.







Read, copy, and transcribe.







1      







2      

3      

4      

5      














6      

7      

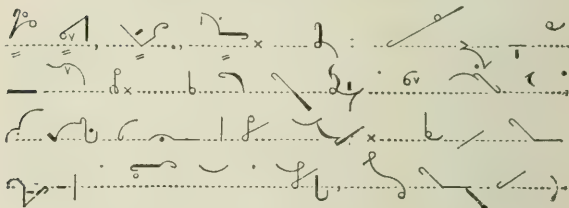
Exercise 171.*Write in Shorthand.*

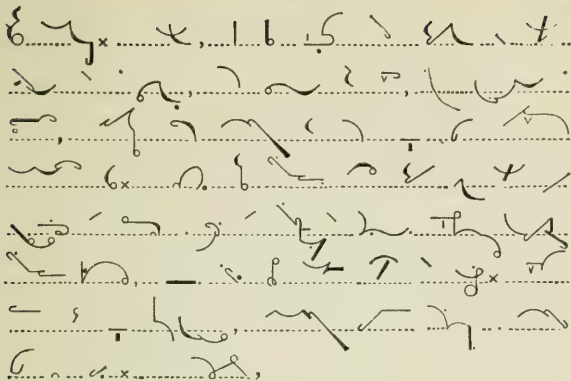
1. Replying to-your-letter of-yesterday, we-are arranging to-forward-the couplings and connecting rods by-express this-evening.
2. In-reply-to-your-favor, we-would say that-the-majority of-the designs are wanting in originality and attractability, and-we-fear they-will-not attain a popularity sufficient to warrant us in stocking them.
3. Candidly speaking, we-think-the patterns are badly designed, and-though-it-is distantly possible that-they-may sell well, we-think-we should-be acting imprudently if-we bought them.
4. Please-note that-the-present order came through-the instrumentality of Mr.-Smith, and-is supplemental to-the one we received yesterday.
5. The delay of-the scheme and-the giving up of-the first proposal was-the cause of great resentment.
6. The inspectorship of-the re-arranged district was-given to-him in consideration of-his great ability.

CONTRACTIONS.

 never,  nevertheless,  notwithstanding,
 enlarge,  enlarged,  probable-ly-ility,
 practice,  practise-d,  practicable,
 imperfect-ion,  satisfaction,  satisfactory,
 unsatisfactory.

Exercise 172.*Read, copy, and transcribe.*











**Exercise 173.***Write in Shorthand.*

Mr. George Manning,
St. John, N.B.

Dear-Sir:

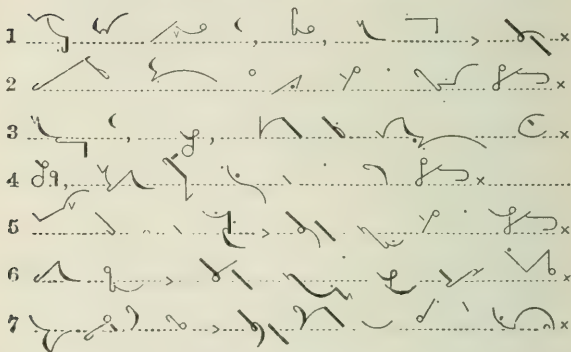
In-reply-to-your-favor of-yesterday, we-would say that-we-never hesitate to-replace a machine which does-not give complete satisfaction. Nevertheless, where practicable we-like to assure ourselves that-the-imperfection was present when-the-machine left our hands. As a rule, this-is very improbable, because-we-take every care to insure an absence of imperfection in every machine sent-out. We-are-satisfied, however, that in-the-present-instance, notwithstanding our care, there-has-been an oversight, probably on-the-part of-one of-the new hands engaged since-we-enlarged our works, and-we-shall-be-glad if-you-will return-the unsatisfactory machine at-our cost. It-is practically impossible that-such an error should-be committed again. It-is satisfactory to us to know that-you-will-not permit this accident to interfere with your friendship for our firm. We flatter ourselves that-you-recognize us as practical men, who-have always practised straightforward business methods. Respectfully-yours,

PHRASEOGRAMS.

 *I have concluded,*  *satisfactory conclusion,*
 *unsatisfactory conclusion,*  *under the circum-*
stances,  *best of my ability,*  *best of our ability,*
 *best of your ability,*  *best of their ability.*

Exercise 174.

Read, copy, and transcribe.

**Exercise 175.**

Write in Shorthand.





1. *I-am confident that under-the-circumstances you-will reconsider your decision, and-will accept-the consignment.*
2. *Having considered all-the circumstances, I-have-concluded to-give you-the agency, and-I-hope-you-will exert yourself to-the best-of-your-ability to-make-it profitable to both of us.*
3. *We-regret to-report that-the negotiations have come to an unsatisfactory-conclusion.*
4. *We-assure-you that-the business shall-be looked after to-the best-of-our-ability, and-that-we-shall spare no pains to-bring-the-matter to a satisfactory-conclusion.*

LESSON 35.





OMISSION OF CONSONANTS.





147. In order to obtain more facile outlines, certain medial consonants may be omitted, as follows :

(a) *P* between *m* and *t*, or between *m* and *sh* ; thus

 prompt,  stamped,  redemption,
 presumption.











(b) *T* between the circle *s* and another consonant ; thus











 postage,  postage stamp,  postpone,
 testimony.











(c) *K* or *g* between *ng* and *t* or *sh* ; thus  adjunct,
 conjunction,  anxious,  sanction.











Exercise 176.

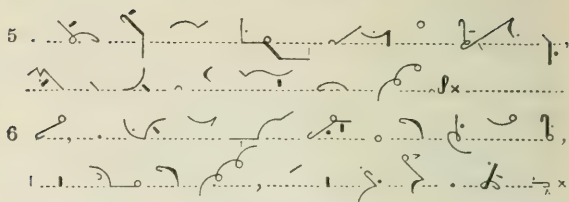
Read, copy, and transcribe.

1          

2          

3          

4          

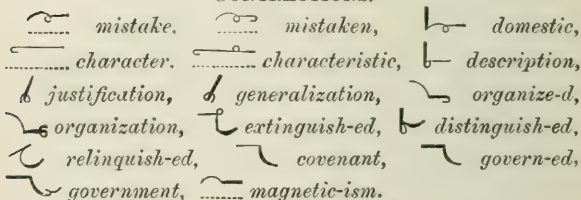
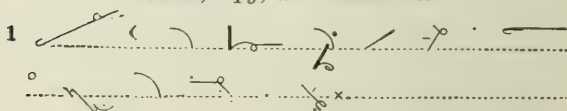
**Exercise 177.***Write in Shorthand.*

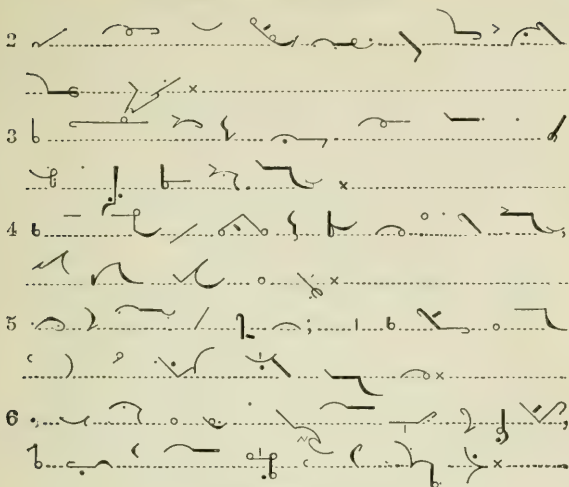
Mr. Charles Warner,
Woodstock, Ont.

Dear-Sir:

Your-favor of-the 4th is at hand. We-consider Barnes' offer almost a presumption. At-any-rate, it-is-no temptation to us to-sell, and-we-have promptly declined it. Please use the strongest efforts to secure Anderson's order. You-can promise punctual delivery in a week's-time. The market here is very restless, and business is languishing in-consequence. We-note your remarks about-the sacks, and-will attend to-the-matter immediately.

Yours-truly,

CONTRACTIONS.**Exercise 178.***Read, copy, and transcribe.*

**Exercise 179.***Write in Shorthand.*

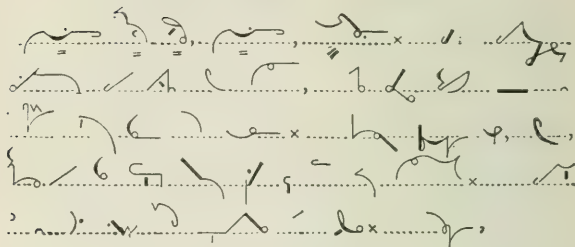
1. *We-regret-the mistake in forwarding you a description of-the wrong cloth, and-we-have despatched a special messenger with-the correct details.*
2. *We read in-the new magazine that-the-government has relinquished-the claim to control the domestic policy of-the ruler and-there-is justification for-it.*
3. *The distinguished speaker in-his generalization summed up-the character of-the organization with character-istic ability, though-we-think he-was mistaken in-his condemnation of-the recently signed covenant.*
4. *We-have organized a new system of-collection which-we-hope will reduce, if-it-does-not entirely extinguish, the losses on returns.*
5. *A magnet is a body which-has-the property of attracting iron and other magnetic bodies.*
6. *The science of magnetism has-been studied for-many centuries.*

PHRASEOGRAMS.

L just possible, *Le* just received, *—* last week,
6 this week, *e* next week, *—* last month.

Exercise 180.

Read, copy, and transcribe.

**Exercise 181.**

Write in Shorthand.

Mr. S. Webb,
 Orillia, Ont.

Dear-Sir:

We-have-just-received a cable informing us that-the-goods you-wrote about last-week have-been shipped and may-be expected here at-the-end of next-week. Last-month's sales, it-appears, were unusually heavy, and-there-was a little delay in obtaining exactly the material required. Our correspondents inform us also that-it-is just-possible that-prices will rise, and-that instructions must-be-sent immediately if-they-are to-forward a further supply at-present rates.

Yours-truly,

LESSON 36.

FIGURES.

148. Figures *one* to *seven*, and the figure *nine* are written in shorthand. All other numbers, except round numbers, are represented by the ordinary Arabic numerals. Round numbers, and *dollars* may be expressed by using the shorthand letters, as follows :

∪ for *hundred* or *hundredth* ; thus 4∪ , 400.

(for *thousand* ; thus 5(, 5,000 ; 5∪ , 500,000 ;
250(, \$250,000.

∩ for *million* ; thus 4∩ , 4,000,000 ; 4∩∩ , 400,000,000.

∖ for *billion* ; thus 2∖ , *two billions*.

Dollars and *cents* may be written thus 7¹⁶, \$7.16.

Exercise 182.

Write in Shorthand.

The Shah of Persia owns a pearl which-is valued at \$650,000, and-the Pope is said to be-the possessor of-one worth \$80,000. Queen Victoria had a necklace of pink pearls which-was worth \$80,000 ; but-the ladies of-the Rothschild family possess pearls of far greater value. Baroness Rothschild has a pearl necklace valued at \$200,000.

The cotton marketed since September 1 exceeds 12½ million bales. The actual production cannot have-been far short of 14,000,000 bales. Spinners' takings from September 1 to June 2 amounted to 10,269,000, of-which 2,514,000 were British, 3,815,000 Continental, etc., and 3,940,000 American and Canadian. It-is computed that-the-present supply, visible and invisible, amounts to

6,768,000 bales. *The prospects for next year appear to be anywhere between 11,000,000 and 14,000,000 bales, but it-is-impossible to predict more closely than this.*

We-have-your check for \$115.25, which-we-have-placed to-your-credit. Please-note-that since-we last wrote-you the price of steel has advanced \$1.25 per ton. Our price per gross of sharpeners is-now \$18, f.o.b. New Orleans or Boston.

Exercise 183.

Write in Shorthand.

Mr. C. N. Pitt,

Sydney, N.S.

Dear-Sir:

We should-be-pleased to-purchase the return or over issue copies of-your magazine and pamphlet publication as waste-paper. We-send men to bag it up and take-it away and-we pay prompt cash. We also guarantee that-each and every copy received shall go to-our paper mill and-be destroyed.

If printed on rag paper we-will pay you 60 cents per 100 lbs. When you have an accumulation of 1,000 lbs. or over, if-you-will advise us by telephone or mail, we-will-be-pleased to-send-for-it.

This quotation is subject to change without notice.

Very-truly-yours,

Exercise 184.

Write in Shorthand.

Mr. S. A. Walker,

Vancouver, B.C.

Dear-Sir:

We-enclose our check for \$7.50 which-will-be accepted in part payment of any suit or overcoat purchased at-our wardrobes, 290 or 314 Main Street, before September 25th.
















At this season of the year to dispose of our surplus stock and as an additional inducement to you to test the convenience and character of "Semi-ready" tailoring, we make this sincere and genuine offer.

"Semi-ready" means suits ready to try on, finished to order, no ugly misfits, no delays. Our system is not an experiment, as in five years we have established and now operate twenty-nine wardrobes in the United States and Canada.

All prices are woven in the inside breast pocket. Suits \$20 to \$40. Money back if dissatisfied.

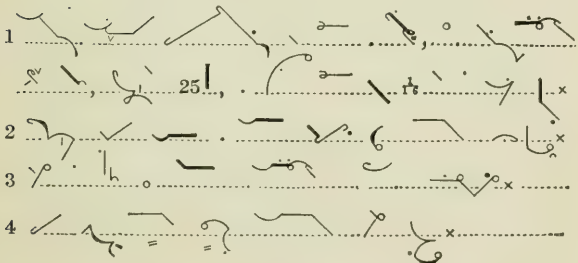
Respectfully,

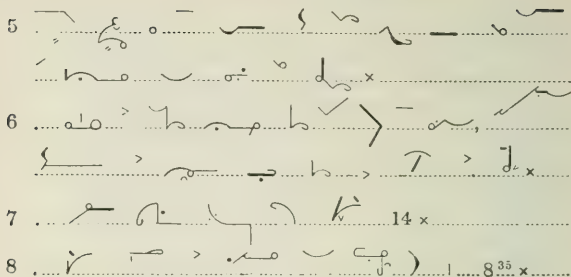
CONTRACTIONS.

 captain,
  capable,
  incapable,
 appointment,
  disappointment,
  attainment
 or atonement,
  entertainment,
  contentment,
 indignation,
  resignation,
  antagonistic-ism,
 inscribed,
  inscription,
  instructive
 instruction.

Exercise 185.

Read, copy, and transcribe.

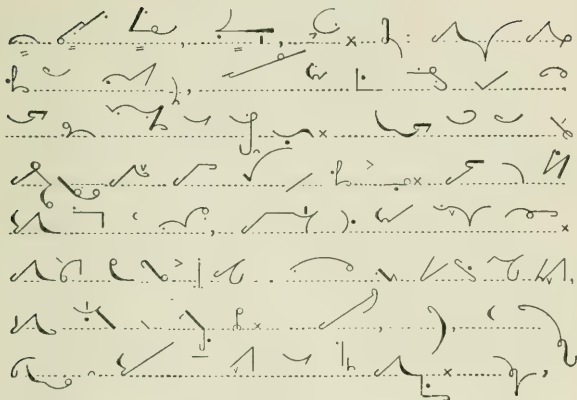


**Exercise 186.***Write in Shorthand.*

1. *We believe that Captain Walker has declined to inscribe his name on the register of members of the club.*
2. *The resignation of so capable a man has been a great disappointment to the members.*
3. *I understand he is indignant at the treatment given to his late antagonist.*
4. *He thinks the committee are incapable of making sufficient atonement for their conduct.*
5. *His example may be followed by others, so that I fear the proposed entertainment will be impossible now.*
6. *This period of inactivity is quite unexampled in the history of the company.*
7. *The appointment of Mr. Black as assistant general-manager may alter the present state of things, and possibly produce contentment in the minds of the shareholders.*
8. *It may be that the amount you mentioned was £2,000, or a little over.*

PHRASEOGRAMS.

in regard to, with regard to, having regard to, with respect to, with relation to, in relation to, with reference to, I have received.

Exercise 187.*Read, copy, and transcribe.***Exercise 188.***Write in Shorthand.**Mr. W. C. Shaw,**Prince Albert, Sask.**Dear-Sir:*























In-reply-to-your inquiry with-regard-to our special grade index cards, we-enclose-here-with several samples with prices marked on each. Having-regard-to-the fact that-you-are likely to-take large quantities, we-have-quoted-you very-low-prices. With-reference-to your observations as-to-the extension of-the system, we-may-say that-we-have-received letters from all parts of-the country assuring us that-it gives the utmost satisfaction. We-shall-be-glad to-hear further from-you in-relation-to-the typewriter supplies for-which-we-quoted-you last-week.

Respectfully-yours,

LESSON 37.













COMPOUND WORDS.

149. Compounds of *here*, *there*, *where*, etc., are written as follows :

 hereat,  hereto,  hereof,  herewith,
 heretofore,  herein,  hereon,  thereat,
 thereto,  therewith,  therein,  thereon,
 whereat,  whereto,  whereof,
 wherewith,  wherein,  whereon,
 whereas,  whereabouts,  inasmuch,
 furthermore.

Exercise 189.

Read, copy, and transcribe.

1            

Exercise 190.*Write in Shorthand.*

1. *We-enclose-herewith-the* specimens whereof *we* spoke, and where*to* we ask *your* attention.
2. *The* documents whereon *we* rely, and where*in* you-*will*-find *our* case fully stated, are enclosed-herewith.
3. *The* facts-*of*-*the* -case were laid before-*him* last Christmas or *thereabouts*, whereat *he-was* surprised, and whereon *he* expressed *his* views *in-the*-letter herein enclosed.
4. *We-have-your*-letter *of*-*the* *first*-instant, and-*the* accounts *therein* referred to are enclosed-herewith.
5. *We-call* your attention *thereto*, and entrust the consideration *thereof* to-*yourself* and partner.
6. *I* questioned *the* information whereof *he* spoke, and-*I* sent *him* your-letters, pointing-out that-*therein* *he-would* find-*the* true statement- *of* - *the*-case.
7. Hereat *he-was*, it-seems delighted, and hereto *he-drew-the* attention *of-the* members, whereat *they-were*-pleased, and whereupon *they* withdrew their opposition.
8. Please-note-that-*the*-goods named*in-the*-order enclosed-herewith *must-be* delivered forthwith.

Exercise 191.*Write in Shorthand.*

Mr. Abraham Samuels,
Calgary, Alta.

Dear-Sir:

Will-you let-us give you information wherewith you-can save from twenty to fifty per-cent. in-your Billing and Order Department? The information offered herewith is yours for-the asking. See slip attached hereto. Would thank-you for an acknowledgment.

Yours-very-truly,














Exercise 192.*Write in Shorthand.*

Mr. Benjamin J. Neale,
St. Catharines, Ont.

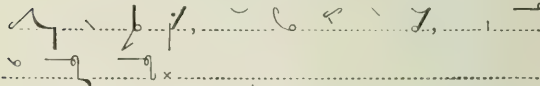
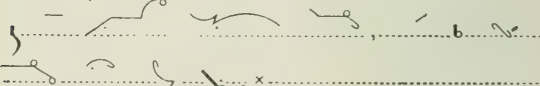
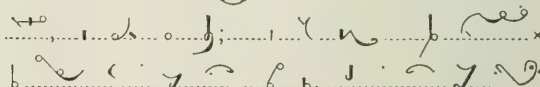

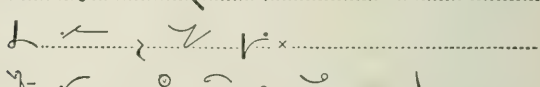

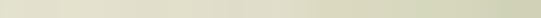
Dear-Sir :

Herewith *we have the pleasure to* enclose our new price-list, wherein *you will find* particulars of several lines that should appeal to you. *You will see the* details whereof *we speak on* page 44. *Respectfully-yours,*

CONTRACTIONS.

 discharge-d,
  displeasure,
  dissimilar,
 expenditure,
  expensive,
  extraordinary,
 extravagant - ce,
  manufacture - d,
 manufacturer,
  intelligent,
  intelligence,
 intelligible,
  advertise-d-ment.

Exercise 193.*Read, copy, and transcribe.*

1 
 2 
 3 
 4 
 5 
 6 
 7 

Exercise 194.*Write in Shorthand.**Mr. Charles Sellers,**Hull, Que.**Dear-Sir:*

After an extraordinary expenditure of time and money, we-have-succeeded in manufacturing an article which-will-prevent-the extravagant waste of starch which-now goes on in-our public and private laundries. The article is entirely dissimilar to anything hitherto invented. It-is-not-expensive, and-we-believe it-will-be largely taken-up by manufacturers, dyers, and finishers, immediately it-is put on-the market. We-want an intelligent man to-represent us at-the approaching Exhibition; a man of-quick intelligence, able to explain intelligibly the merits of -the new invention, and who-would discharge in-the best possible-way the duties of-our agent on-the-spot. We-understand that-you would-be willing to-consider an offer of-such an appointment, and-we should-be-glad to-have-you call-upon-us some day next-week to discuss-the-matter. With-regard-to your complaint about-the borax, we-think-you had cause for-your displeasure, and-we-will-see-the manufacturer.

*Respectfully-yours,***Exercise 195.***Write in Shorthand.**Mr. Clement Newton,**Chatham, Ont.**Dear-Sir:*

May-we advise you to-try-the expenditure of a few dollars on an advertisement in-our columns? You-will-find-the cost not extravagant, while-the result, we-are confident, will-be very satisfactory. We-know-the old ways of displaying advertisements, and-we adopt entirely different methods, less expensive, and far more effective. We-enclose our rates, and-trust to-hear from-you.

Yours-truly,

LESSON 38.

INTERSECTIONS.











150. The shorthand writer may provide himself with brief, distinctive, and easily written outlines for the titles of companies, officials, etc., and for frequent colloquial phrases, by employing the principle of intersection, or the writing of one stroke consonant through another, as in the examples which follow, and from which the student may devise similar phraseograms to suit his requirements. Thus \ may be used for *party*; \ for *bank*; | for *attention*; | for *department*; / for *Journal*; — for *company*; (for *authority*;) for *society*; / for *railroad*; \ for *arrange-d-ment*; etc.; as ~~political~~ *political party*, ~~party~~ *party question*, ~~Bank of New York~~ *Bank of New York*, ~~National Bank~~ *National Bank*, ~~my attention has been called~~ *my attention has been called*, ~~I ask attention~~ *I ask attention*, ~~wagon department~~ *wagon department*, ~~shipping department~~ *shipping department*, ~~Pitman's Journal~~ *Pitman's Journal*, ~~Journal of Commerce~~ *Journal of Commerce*, ~~Hazel & Co.~~ *Hazel & Co.*, ~~The Jones Publishing Co.~~ *The Jones Publishing Co.*, ~~local authority~~ *local authority*, ~~medical authorities~~ *medical authorities*, ~~dramatic society~~ *dramatic society*, ~~Pennsylvania R.R.~~ *Pennsylvania R.R.*, ~~South Carolina R.R.~~ *South Carolina R.R.*, ~~I shall arrange~~ *I shall arrange*, ~~I have arranged~~ *I have arranged*, ~~please make arrangements~~ *please make arrangements*.

When the direction of the letters will not allow of intersection, the second stroke may be written close to or under the first; as ~~Knox & Co.~~ *Knox & Co.*

Exercise 196.*Write in Shorthand.*

1. *The party leaders are to-meet to-morrow-evening to-make-arrangements for-the coming election.*
2. *The manager of - the State Bank writes to-the "Engineering Journal," calling attention to-the new savings department.*
3. *The New York Publishing Co., has issued a new catalog of-its works.*
4. *The medical authorities declare the port absolutely free from-the plague.*
5. *The Baltimore Musical and Dramatic Society gives its first entertainment of - the season to-morrow-evening.*
6. *A big increase is reported in-the traffic returns of - the Missouri Pacific Railway.*
7. *I-will arrange-the matter as I-have arranged it before.*

CONTRACTIONS.

 individual,  investment,  interest,  in-
 terested,  uninteresting,  disinterested-ness,
 applicable-ility,  astonish-ed-ment,  certi-
 cate,  contingency.

Exercise 197.*Write in Shorthand.*

Mr. R. Mason,
Toronto.

Dear-Sir :

Referring to-the individual who called last-week respecting an investment, it-may interest-you to know that-we-have discovered, to-our astonishment, that-the-man has since left-the country. We-were-told by a perfectly disinterested person that-the stranger had had a far

from uninteresting career. He won a high-speed certificate when-he-was sixteen years old, and when-his father died was left with sufficient funds to-meet any ordinary contingency. He lost much money, however, and seems to-have intended to-make a safe investment of-the remainder. We-now see-the applicability of-his remark about not having "all-your eggs in-one basket," though-we-could-not make-it applicable to-his business at-the-time. We-will let you know if-we hear anything-further about-him.

Respectfully-yours,

Exercise 198.

Write in Shorthand.

Mr. George Hewson,
Fredericton, N. B.

Dear-Sir :

We-desire to-call your attention to-the fact that-this-is-the-most appropriate time for placing contracts for advertisements. Knowing that-you-are-interested in-this-matter, we-take-the-liberty of enclosing a pamphlet explaining our latest methods of distributing circulars, etc., and-we-hope-you-may-be inclined to put our methods to-the test. We-have a staff large enough to-meet any contingency.

Yours-very-truly,

Exercise 199.

Write in Shorthand.

Mr. James Lee,
Owen Sound, Ont.

Dear-Sir :

We-are astonished to-learn that your certificate has-not-yet reached you, and-we-are making inquiry of - the framer. He-is usually a very prompt individual, and-we-can scarcely think-he-has neglected our instructions.

Respectfully-yours,

LESSON 39.

DISTINGUISHING VOWELS.

151. Regular and systematic practice in the writing and reading of shorthand characters, with a careful following of the rules for the indication of vowels, will enable the student to dispense with vocalization to a large extent. Nevertheless, he should not hesitate to insert a vowel where it seems necessary for the sake of distinction, as, for instance, in such words as *lady* (to distinguish it from *load*), *enemy* (to distinguish from *name*), *extricate* (to distinguish from *extract*). An uncommon proper name, too, should always be vocalized when written for the first time, though the outline may be left unvocalized should the name occur again in the same matter. Speaking generally, the stenographer should rather err on the side of over-vocalization than run any risk of illegibility by omitting necessary vowels.








Exercise 200.

In this exercise the italic letters indicate the vowels which should be inserted.

We should-neither accept any theories nor adopt any views, however voluble the advocates of-such-may-be except we-are convinced that-they-are authorized, and-have-been tested and attested by-those upon whose veracity we-can rely, or unless our-own reason approves of-them and-we-have ample proof that-though they-may-have some defects, their adoption will-be valuable to us in-the-main, that-we-may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily available on occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion, we should-be as adamant in-the face of any demand upon-the feelings,

which-our reason does-not sanction. Thus, any attempt to-tempt us to foolish actions will-only end in-the failure of - the tempter. We-have-been endowed with mental faculties far-and-away above those with-which-the lower animals are endued, in order that-we-may protect ourselves from-our enemies, and may add to-our happiness. It-is a fact, however, that-such-is-the effect of-persuasion upon some persons of weak will that-they become as mere wax in-the hands of-those-who-would lure them to-ruin. With-such people it-seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at-little cost, and-they fall at-once, without a defence, into-the trap set for-them. Is-not-this-the secret of almost every-successful fraud we-have-heard or read of in-any-nation? There-are, alas, too-many-persons who-make-it their vocation or avocation in life to dupe others less able than themselves. They-have no feelings of honor, or else would-not prey on-the failings of-those around. They despise veracity, and-their greed for gold amounts almost to voracity. To obtain possession of-riches they-make light of-every opposition, and are slow to admit themselves beaten. They-are averse to honest labor, and-yet they spare no pains to become versed in-the cunning arts necessary to-extract money from their victims, and to-extricate themselves from-the consequences of-their illegal actions. They devise a plot, and, under-the semblance of advice, they operate on-the greed and-credulity of ignorant persons, and-having thrown them off their guard, lead them into foolish adventures. Truly "A fool and-his money are easily parted." We should-not attach too-much importance to a scheme because-it-is introduced with a flourish of fair words, nor should-we touch any speculative affair without first subjecting it to an accurate examination. If-we-could only examine the annual returns of failures and analyze their-causes, we should-find that many are attributable to an utter absence of-judgment in-the conduct of business, and an over confidence in-the nicety and honesty of-others.

CONTRACTIONS.

 demonstrate,
  remonstrate,
  ministry,
 familiar-ity,
  preliminary,
  singular,
 indispensable-y.

Exercise 201.*Write in Shorthand.*

1. *I-think-the* railroad company's representative was-much too familiar, and-I-shall remonstrate with him on-the first opportunity.
2. *It-is singular that-they should* choose such a time to demonstrate their strength.
3. *It-was* originally his intention to-join the ministry, but he-was obliged to abandon the idea.
4. *The* original owner was a very singular individual, who never indulged in familiarity with anyone.
5. *An indispensable preliminary was-the* signing of - the register at-the door of - the hall.
6. *It-is indispensably* necessary that-you-should-be-present at-the meeting to-morrow.

Exercise 202.*Write in Shorthand.*

Mr. Richard Young,
Yarmouth, N.S.







Dear-Sir :

Replying to-your-favor of-the 1st inst., the original of-the document to-which-you-refer may-be-seen here after a prelim'nary examination of-your credentials. This-is an indispensable condition, and-it-is singular that-you-should-not-be familiar with-it. The circumstance would appear to show that-you-are a stranger in-this district. We-shall-be-pleased, however, to see-you when-ever you care to-call.














































Yours-truly,






LESSON 40.

DISTINGUISHING OUTLINES.

152. There are some words which have *outlines of their own*; that is, they are readily recognized by their distinctive forms, which it is difficult to read for any but the words they are intended to represent. The following are examples of such words:  *instincts*,  *disqualifies*,  *distinction*,  *pronounce*,  *miserably*,  *fortunately*.

153. The following list of similar words, distinguished by a difference of outline, is selected from the longer list given in "Pitman's Shorthand Instructor."

 *petrify*,  *putrefy*;  *passionate*,  *patient*;
 *purpose*,  *propose*, *perhaps*;  *appropriate*,  *property*,  *propriety*,  *purport*;
 *appropriation*,  *preparation*;  *prof-fer*,  *prefer*;  *provide*,  *pervade*;  *prose-cute*,  *persecute*;  *prosecution*,  *persecution*;
 *detriment-al*,  *determined*;  *debtor*,  *editor*;
 *defray*,  *defer*;  *courage*,  *carriage*;
 *factor*,  *factory*;  *favored*,  *favorite*;
 *staid*,  *steady*;  *considerate*,  *considered*;
 *impassioned*,  *impatient*;  *unavoidable*,
 *inevitable*;  *learned* (verb),  *learned*
(adjective);  *regard*,  *regret*. *Pure* and *poor*, and derivatives of these words, are written in the third position, and are distinguished thus:  *pure*,

 *purely*,  *pureness*;  *poor*,  *poorly*,
 *poorness*.









Exercise 203.

Write in Shorthand. The distinguished words are printed in SMALL CAPITALS.

1. *A man of-his* DISTINCTION *in learning can easily say whether-the thing will* PUTREFY *or* PETRIFY.
2. *The* PASSIONATE *behaviour of- the* MISERABLE *fellow contrasted strongly with-the* PATIENT *bearing of-his companion.*
3. PERHAPS *you* PROPOSE *to accomplish your* PURPOSE *in-another-way.*
4. *We-consider it very* APPROPRIATE *that-the-PROPERTY should go to a man of-such* PROPRIETY.
5. *What-is-the* PURPORT *of- the* APPROPRIATION *for-which-you-are making such careful* PREPARATION?
6. *If-you* PREFER *to-PROFFER your services free of-charge, I-shall* DEFER *my-proposal to-DEFRAY your expenses.*
7. *The presence of- the ladies will-PROVIDE an air of-quietness that-is sure to-PERVADE-the whole conference.*
8. *I-fear-the* PROSECUTION *has become a* PERSECUTION, *and-that-they* PROSECUTE *the case now rather to* PERSECUTE *the* UNFORTUNATE *man than to-secure justice.*
9. *The* POORNESS *of-the bread was compensated by-the* PURENESS *of-the milk.*
10. *I-REGARD-the* EDITOR *as-my* DEBTOR *for-the-amount, but I-REGRET to say he does-not recognize my-claim.*
11. *The* STEADY *COURAGE of-the* STAID *student in stopping the* CARRIAGE *won-the admiration of-the* FACTOR, *and-the youth is-now engaged at-the* FACTORY.
12. *We-were-FAVORED with an* IMPASSIONED *address from our* FAVORITE *speaker, who, IMPATIENT at what-he* CONSIDERED-*the want-of* CONSIDERATE *treatment by-the mayor, gave us a rousing discourse.*

13. *It-was* INEVITABLE, *in-the* UNAVOIDABLE absence of Mr. Brown, *that-you-should* RESUME your position and REASSUME the control of - the FACTORY.
14. FORTUNATELY, his INSTINCT as a scholar led him to-PRONOUNCE-the words properly, or he-would-have-been DISQUALIFIED.

CONTRACTIONS.

 *indescribable*,  *indiscriminate*,  *sensible-ity*,  *peculiar-ity*,  *perpendicular*,  *proportion-ed*,  *proportionate-ly*,  *establish-ed-ment*.

Exercise 204.

Write in Shorthand.

(a) *Dear-Sir: The peculiar novelty about which-you inquire is simply indescribable in a letter, as we-are perpetually informing inquirers. We-have-just established a branch in New York, where you-can inspect-the article at any-time. Respectfully-yours,*

(b) *Dear-Sir: The indiscriminate attacks which-you have-been pleased to-make upon-the management of-this establishment are altogether out-of proportion to-the gravity of -the mistake we made, and-we appeal to-you to discontinue them at-once. Respectfully-yours,*

(c) *Dear-Sir: Replying-to-your-letter of-yesterday, we-think your-writing is too perpendicular, and-that-you do-not observe a due proportion in-the-size of - the letters. Your downstrokes are by-no-means proportionate in length to-the horizontals, and you-are rather indiscriminate in-the use of-phrases. The most sensible plan for a man of-your sensibility would-be to-take a course of-private lessons, and-we-shall-be-pleased to see-you with a view to-this. We-do-not propose to establish a branch in-your town at-present. Yours-respectfully,*

The following letters to be written in Shorthand.

Exercise 205.

Messrs. L. Baring & Co.,
Cornwall, Ont.

Gentlemen :

We are deeply sensible of your kindness in giving us the information set forth in your favor of the 10th inst., and we shall be pleased to reciprocate at any time when it may be in our power to do so. The business is a peculiar one, and we have to be careful not to take an undue proportion of risk by indiscriminate haste. Thanking you again for your courtesy, we remain

Yours very truly,

Exercise 206.

Mr. G. E. Heeney,
Galt, Ont.

Dear Sir :

We have your letter of yesterday, and we are looking into the matter. We are quite unable at present to explain the cause of the trouble with the last consignment, but we will write you again in a day or two.

Yours truly,

Exercise 207.

Messrs. Stainer & Co.,
Berlin, Ont.

Gentlemen :

We are much obliged for your information about the stain, and we enclose herewith trial order for five gallons of No. 3 quality, dark. We shall be glad if you will also send a specimen of the work of No. 5a.

Yours truly,

Exercise 208.

Mr. H. A. Carey,
Victoria, B. C.

Dear Sir :

We take pleasure in enclosing you a card herewith, upon presentation of which at our Mineral Spring

Pavilion, *we-will-be-pleased to-serve you with any of-our artificial mineral waters in-which-you-may-be particularly interested, and-will give you any-information you-may desire.*

Our waters are compounded according-to-the standard analysis of - the various natural springs, and are manufactured only with chemically pure salts and distilled water.

We-feel that-the fact that our waters are prescribed by, and used in-the families of-over eighteen hundred physicians in-this-state, should-be a sufficient guaranty of-their purity and wholesomeness.

This pavilion was erected in 1904 at-the request of numerous physicians, and-is used during-the early morning hours by patients who-have-been sent there by-their physicians to-take one of - the various cures, and derive, at-the-same-time, the benefit of exercise in-the open air.

Yours-respectfully,

Exercise 209.

*Mr. C. Singer,
New York, N.Y.*

Dear-Sir :

The Department of Education, Corner Park Avenue & 59th Street, Borough of Manhattan (where specifications may-be obtained), invites bids until 3 p.m., Sept. 14th, 1915, for furnishing and delivering text-books, maps, globes, charts, pictures, etc., for-the Day and-Evening Elementary Schools, the Day and-Evening High-Schools, and-the-Training-Schools of - the City of New York.

We-will-be-pleased to arrange for-the execution of Bid Bond required.

Yours-very-truly,

THE GRAMMALOGS AND CONTRACTIONS.

Arranged in the order in which they are given in the preceding pages.

LESSON 1. [˙] a or an, . the, [˘] all, [˘] too
or two, [˘] of, [˘] to, [˙] owe or Oh! ˙ he, [˙] on,
˙ but.

LESSON 2. [˙] awe or ought, ˙ who, [˙] (up)
and, ˙ (up) should, [˘] happy, [˘] up, [˘] put,
[˘] by, bye, buy, [˘] be, [˘] to be, [˙] at, [˙] it,
[˙] out.

LESSON 3. [˙] had, [˙] do, [˙] different-ce,
[˙] much, [˙] which, [˙] each, [˙] large, [˙] can,
— come, — go or ago, — give-n.

LESSON 4. [˘] half, [˘] if, [˘] have, [˘] thank-ed,
(think, [˘] youth, [˘] though, [˘] them or they.

LESSON 5. [˙] I or eye, ˙ how, [˙] why, [˙] ay
(yes), [˙] beyond, ˙ you, [˙] with, ˙ when,
[˙] what, ˙ would.

LESSON 6. [˙] saw, [˙] so or us, [˙] see, [˙] was,
—) whose, [˙] shall, [˙] wish, [˙] usual-ly.

LESSON 7. [˙] as or has, ˙ is or his, [˙] because,
[˙] itself, [˙] those, [˙] this, [˙] these or thus,
[˙] me or my, [˙] him or may, [˙] myself, [˙] him-
self, [˙] are, [˙] our or hour, [˙] we or way, [˙] in
or any, [˙] no or know, [˙] own.

LESSON 8. ˙ first, [˙] most, [˙] must, [˙] in-
fluence, [˙] influenced, [˙] next, [˙] suggest-ed.

LESSON 9. \circ as his, \circ is as, \complement this is or themselves, \circ ourselves, \diagdown special-ly, \diagdown speak, \complement several, \circ yes, \diagup high, \circ house.

LESSON 10. \smile language or owing, \smile thing, \smile young, \smile anything, \smile nothing, \smile something, \smile or, \diagdown your, \diagdown year.
















LESSON 12. \diagdown apply, \diagdown people, \diagdown by all, \diagdown able, \diagdown belief or believed, \mid at all, \mid tell, \mid till, \mid deliver-ed-y, \smile call, \smile equal-ly, \mid doctor, Dr., \mid dear, \mid during, \mid dollar-s.











LESSON 13. \complement for, \complement over, \complement ever-y, \complement valuation, \complement evil, \complement other, \complement more or remark-ed, \diagdown remarkable-y, \smile mere or Mr., \smile nor, \smile near, \diagup initial-ed-ly.














LESSON 14. \diagdown from, \diagdown very, \complement however, \diagup they are, \diagup their or there, \complement through or threw, \complement therefore, \diagdown principle or principal-ly, \diagdown liberty, \diagdown member or remember-ed, \diagdown number-ed.














LESSON 15. \mid strength, \mid try, \mid truth, \mid true, \diagup chair, \complement cheer, \diagup larger, \diagup journal, \mid children, \mid largely, \smile care, \complement sure, \diagup pleasure, \diagdown surprise, \diagdown surprised.














LESSON 16. \diagdown happen, \diagdown upon, \diagdown been, \mid had been, \mid done, \mid down, \diagup general-ly, \complement often, \complement Phonography, \diagdown phonographer, \complement phonographic, \complement have been, \complement within, \complement southern, \complement northern.








LESSON 17.  approve,  behalf,  above,
 out of,  advantage,  difficult,  diffi-
 culty,  which have,  suggestion,  suggestive,
 one,  opinion,  altogether,  together,
 insurance.














LESSON 19.  architect-ure-al,  neglect-ed,
 prospect,  object-ed,  subject-ed,  ex-
 pect-ed,  unexpected-ly,  respect-ed,
 suspect-ed,  inspect-ed-tion.


















LESSON 20.  signify-ied-ficant,  signifi-
 cance,  signification,  insignificant,  insigni-
 ficance,  subscribe-d,  subscription,
 balance,  balances,  balanced,  deliver-
 ance,  knowledge,  acknowledge.


















LESSON 21.  will,  while,  impor-
 tant-ce,  improve-d-ment,  impossible,  im-
 proves-ments,  whether,  unquestionable-y,
 yesterday,  January,  February,
 November,  United States.








LESSON 22.  perspective,  prospective,
 productive,  obstructive,  objective,
 subjective,  destructive,  respective,
 irrespective,  retrospective,  respec-
 tively,  defective,  executive.
















LESSON 23.  abstraction,  obstruction,
 subjection,  objection,  destruction,
 uniform-ity-ly,  unanimity-ous,


















LESSON 24.  Revd.,  regular,  irregu- lar,  public-sh-ed,  publication,  republic,  republican,  repugnant-ce,  represent-ed,  representation,  representative,  responsible-ity,  irresponsible-ity.















LESSON 26.  quite,  could,  according, according to, *or* cart,  cared,  guard,  great,  called,  cold *or* equalled,  gold,  cannot,  gentleman,  gentlemen,  happened,  particular,  opportunity,  child,  not.















LESSON 27.  build-ing *or* able to,  told *or* till it,  tried,  toward *or* trade,  did not,  had not *or* do not,  chaired,  cheered,  if it,  that,  without,  third,  sent,  somewhat,  short,  met,  meeting.







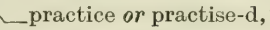





LESSON 28.  spirit,  may not,  hand,  under,  yard,  word,  wonderful-ly.


















LESSON 29.  school,  schooled,  com- mercial,  financial,  especial-ly,  influen- tial,  uninfluential,  substantial-ly,  unsubstantial-ly,  controversy-sial,  cir- cumstance,  circumstantial,  immediate,  immediately,  prejudice-cial.
















LESSON 30.  passenger,  danger,  dangerous,  stranger,  messenger,  man- uscript,  transcribe,  transcript,  tran- scription,  transfer,  transgress,  transgres- sion,  transmission,  understand,  understood,  whenever,  whatever.














LESSON 31.  better than,  rather than,
 rather *or* writer,  perform-ed,  per-
 former,  performs-ance,  reform-ed,
 reformer,  reformation,  inform-ed,
 informer,  information,  thankful,
 thanksgiving.











LESSON 33.  proficient-cy-ly,  deficient-
 cy-ly,  efficient-cy-ly,  inefficient-cy-ly,
 sufficient-cy-ly,  insufficient-cy-ly,
 observation,  preservation,  electric,
 electrical,  electricity,  inconsiderate,
 selfish-ness,  unselfish-ness.








LESSON 34.  never,  nevertheless,  not-
 withstanding,  enlarge,  enlarged,  prob-
 able-ly-ility,  practice *or* practise-d,  practic-
 able,  imperfect-ion,  satisfaction,  satis-
 factory,  unsatisfactory.









LESSON 35.  mistake,  mistaken.
 domestic,  character,  characteristic,
 description,  justification,  generalization,
 organize-d,  organization,  extinguish-ed,
 distinguish-ed,  relinquish-ed,  covenant,
 govern-ed,  government,  magnetic-ism,

LESSON 36.  captain,  capable,  in-
 capable,  appointment,  disappointment,
 attainment *or* atonement,  entertainment,
 contentment,  indignant-ation,  resig-
 nation,  antagonist-ic-ism,  inscribe-d,
 inscription,  instructive,  instruction.

LESSON 37.  discharge-d,  displeasure,
 dissimilar,  expenditure,  expensive,
 extraordinary,  extravagant-ce,  manu-
 facture-d,  manufacturer,  intelligent,
 intelligence,  intelligible,  advertise-d-ment.

























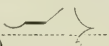
LESSON 38.  individual,  investment,
 interest,  interested,  uninteresting,
 disinterested-ness,  applicable-ility,  aston-
 ish-ed-ment,  certificate,  contingency.



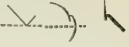






















LESSON 39.  demonstrate,  remonstrate,
 ministry,  familiar-ity,  preliminary,
 singular,  indispensable-ly.

LESSON 40.  indescribable,  indis-
 criminate,  sensible-ility,  peculiar-ity,
 perpendicular,  proportion-ed,  pro-
 portionate-ly,  establish-ed-ment.

FIFTY CITIES AND TOWNS OF CANADA.










ALPHABETICALLY ARRANGED.

Belleville (Ont.) 
 Brandon (Man.) 
 Brantford (Ont.) 
 Calgary (Alta.) 
 Charlottetown (P. E. I.) 
 Chatham (Ont.) 
 Dawson (Yukon) 
 Edmonton (Alta.) 
 Fort William (Ont.) 
 Fredericton (N. B.) 
 Guelph (Ont.) 
 Halifax (N. S.) 
 Hamilton (Ont.) 
 Hull (Que.) 
 Kingston (Ont.) 
 Lethbridge (Alta.) 
 London (Ont.) 
 Medicine Hat (Alta.) 
 Moncton (N. B.) 
 Montreal (Que.) 
 Moose Jaw (Sask.) 
 Nanaimo (B. C.) 
 Nelson (B. C.) 
 New Westminster (B. C.) 
 Niagara Falls (Ont.) 






Ottawa (Ont.) 
 Peterboro' (Ont.) 
 Port Arthur (Ont.) 
 Prince Albert (Sask.) 
 Quebec (Que.) 
 Regina (Sask.) 
 Rossland (B. C.) 
 St. Catharines (Ont.) 
 St. Henri (Que.) 
 St. Hyacinthe (Que.) 
 St. John (N. B.) 
 St. Thomas (Ont.) 
 Sarnia (Ont.) 
 Saskatoon (Sask.) 
 Sherbrooke (Que.) 
 Stratford (Ont.) 
 Strathcona (Alta.) 
 Sydney (N. S.) 
 Three Rivers (Que.) 
 Toronto (Ont.) 
 Vancouver (B. C.) 
 Victoria (B. C.) 
 Windsor (Ont.) 
 Winnipeg (Man.) 
 Woodstock (Ont.) 

PROVINCES AND DISTRICTS OF CANADA.

PROVINCES.

Alberta (Alta)	
British Columbia (B. C.)	
Manitoba (Man.)	
New Brunswick (N. B.)	
Nova Scotia (N. S.)	
Ontario (Ont.)	
Prince Edward Island (P. E. I.)	
Quebec (Que.)	
Saskatchewan (Sask.)	

DISTRICTS.

Franklin		Keewatin	
Mackenzie		Ungava	
Yukon			

GRAMMALOGS.

























































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



























































a or an	·	called	c	equal-ly	..c
able	/	can	—	equalled	..c
above	/	cannot	—	ever-y	..c
accord-ing	/	care	—	evil	..c
advantage	l	cared	—	eye	..c
ago	—	cart	—	first	..o
ah !	·	chair	—	for	..c
all	/	chaired	—	from	..c
and	/	cheer	—	general-ly	..c
any	()	cheered	—	generaliza-	..c
apply-ied	/	child	—	tion	..c
approve-d	/	children	—	generation	..c
are	/	Christian-ity	—	gentleman	..c
as	°	circumstance	—	gentlemen	..c
at	—	circumstan-	—	give-n	..c
aught	/	cold [ces	—	go	..c
awe	/	come	—	gold	..c
ay (yes)	/	constitution	—	great	..c
aye	·	al-ly	—	greatest	..c
balance	/	could	—	guard	..c
balanced	/	dear	—	had	..c
balances	/	deliver-ed-y	—	half	..c
be	/	deliverance	—	hand	..c
because	/	difference-t	—	happen	..c
been	/	difficult	—	happened	..c
behalf	/	do	—	happy	..c
belief-ve-d	/	doctor, Dr.	—	has	..c
beyond	/	dollar, dollars	—	have	..c
build-ing	/	done	—	he	..c
but	—	down	—	heaven	..c
buy	/	during	—	high	..c
by, bye	/	each	—	him	..c
call	/	eh ?	—	himself	..c














his	o	me	(particular	'
holy	/	meeting	(people	/
hour	/	member	\	phonography	/
house	/	mere	(pleasure	/
how	^	met	(principal-ly	/
however	/	more	(principle	/
I	v	most	(put	/
if	(Mr.	(quite	/
importance-	(much	/	rather	/
impossible	/	must	(religion	/
improve-d-	(my	(religious	/
ment	(myself	(remark-ed	/
improves-	(near	(remember-ed	/
ments	(next	(satisfaction	/
in	(no	(Saviour	/
influence	(nor	(saw	/
influenced	(northern	(school	/
information	(not	(schooled	/
initial-ly-ed	/	number-ed	/	Scripture	/
inscribe-d	/	O ! oh !	-	sea	/
inscription	/	of	/	see	/
instruction	/	often	/	selfish-ness	/
instructive	/	on	-	sent	/
is	o	one	/	several	/
it		opinion	(shall, shalt	/
itself	/	opportunity	/	short	/
journal	/	or	(should	/
justification	/	other	/	significance	/
know	(ought	/	significant	/
language	(our	/	signification	/
large	/	ourselves	/	signify-ied	/
largely	/	out	/	so	/
larger	/	over	/	somewhat	/
liberty	/	owe	/	southern	/
Lord	/	owing	/	speak	/
may	(own	/	special-ly	/

spirit	∞	though	(what	∞
strength	∞	threw	∞	when	∞
subject-ed	∞	through	∞	whether	∞
subjection	∞	thus	∞	which	∞
subjective	∞	thysself	∞	while	∞
suggest-ed	∞	till	∞	whither	∞
suggestion	∞	to	∞	who	∞
suggestive	∞	to be	∞	whose	∞
sure	∞	told	∞	why	∞
surprise	∞	too	∞	will	∞
surprised	∞	towards	∞	wish	∞
tell	∞	trade	∞	with	∞
thank ed	∞	tried	∞	within	∞
that	∞	true	∞	without	∞
the	∞	truth	∞	wonderful-ly	∞
their	∞	try	∞	word	∞
them	∞	two	∞	would	∞
themselves	∞	under	∞	writer	∞
there	∞	up	∞	yard	∞
therefore -	∞	upon	∞	ye	∞
these	∞	us	∞	year	∞
they	∞	usual-ly	∞	yes	∞
thing	∞	valuation	∞	you	∞
think	∞	very	∞	young	∞
third	∞	was	∞	your	∞
this	∞	way	∞	youth	∞
those	∞	we	∞	youths	∞

The following list contains also the Contractions which appear in " Pitman's Shorthand Instructor."





























































abandonment		baptize-d-st-ism	
abstraction		benevolent-ce	
abstractive		benignant-ity	
acknowledge		bondservant	
acknowledged		bondsman	
acknowledgment		cabinet	
administrate		Calvinism	
administration		capable	
administrative		captain	
administrator		catholic	
administratrix		certificate	
advertise-d-ment		character	
agriculture-al		characteristic	
altogether		circumstantial	
amalgamate		commercial	
amalgamation		contentment	
antagonist-ic-		contingency	
anything [ism		controversy-ial	
applicable-ility		covenant [tion	
appointment		cross-examina-	
arbitrament		cross-examine-d	
arbitrary		danger	
arbitrate		dangerous	
arbitration		defective	
arbitrator		deficient-cy	
archbishop		degeneration	
architect-ure-al		delinquency	
aristocracy-atic		delinquent	
assignment		democracy-atic	
astonish-ed-ment		demonstrate	
atonement		demonstration	
attainment		denomination-al	
auspicious		denominational-	
bankruptcy		ism	

depreciate-d		entertainment	
depreciatory		enthusiastic-ism	
description		Episcopal-ian-ism	
destruction		especial	
destructive		esquire	
destructively		establish-ed-	
dethronement		ment	
difficulty		evangelical	
dignify-ied-ty		everything	
dilapidate-d-ion		exchange-d	
disappointment		executive	
discharge-d		executor	
disinterested-		executrix	
ness		expect-ed	
displeasure		expediency	
disproportion-ed		expenditure	
disproportionate		expensive	
disrespect		extemporaneous	
disrespectful		extinguish-ed	
dissimilar		extraordinary	
distinguish-ed		extravagant-	
doctrine		ance	
ecclesiastic-al		falsification	
efficient-cy		familiar-ity	
electric		familiarization	
electrical		familiarize	
electricity		February	
emergency		financial	
England		govern-ed	
English		government	
Englishman		henceforth	
enlarge		henceforward	
enlarged		howsoever	
enlargement		identical	
enlarger		immediate	
enlightenment		imperfect-ion	

imperturbable		ironmonger	
impracticable		irrecoverable	
impregnable		irregular	
improbable-ility		irremovable	
incandescence		irrespective	
incandescent		irrespectively	
incapable		irresponsible-	
inconsiderate		January [ility	
inconvenience-t		journalism	
incorporated		journalistic	
indefatigable		jurisdiction	
independent-ce		jurisprudence	
indescribable		knowledge	
indignant-ion		legislative	
indiscriminate		legislature	
indispensable		magnetic-ism	
individual		manufacture-d	
inefficient-cy		manufacturer	
influential		manuscript	
inform-ed		marconigram	
informer		mathematic-al-s	
insignificance		mathematician	
insignificant		maximum	
inspect-ed-ion		mechanical	
insubordinate-		melancholy	
ion		messenger	
insufficient-cy		Methodism	
insurance		metropolitan	
intelligence		minimum	
intelligent		ministration	
intelligible -		ministry	
interest		minstrel	
interested		misdemeanour	
introduction		misfortune	
investigation		misrepresent-ed	
investment		monstrosity	

monstrous
 mortgage-d
 neglect-ed
 negligence
 never
 nevertheless
 nonconformist
 nonconformity
 nothing
 notwithstanding
 November
 object-ed
 objection
 objectionable
 objective
 obscurity
 observation
 obstruction
 obstructive
 oneself
 organization
 organize-d
 organizer
 orthodox-y
 parliamentary
 parliamentary
 passenger
 peculiar-ity
 perform-ed
 performer
 performs-ance
 perpendicular
 perspective
 philanthropist
 philanthropy-ic
 phonographer

phonographic
 platform
 plenipotentiary
 practicable
 practice
 practise-d
 prejudice-d-ial
 preliminary
 prerogative
 Presbyterian-ism
 preservation
 probable-ility
 production
 productive
 proficient-cy
 project-ed
 proportion-ed
 proportionate
 prospect
 prospective
 prospectus
 public
 publication
 publish-ed
 publisher
 questionable
 ratepayers
 recognizance
 recoverable
 reform-ed
 reformation
 reformer
 regular
 relinquish-ed
 remarkable
 remonstrance

remonstrant		telegram	
remonstrate		telegraphic	
removable		thankful	
represent-ed		thanksgiving	
representation		thenceforward	
representative		together [tion	
reproduction		transubstantia-	
reproductive		tribunal	
republic		unanimity	
republican		unanimous	
repugnance-ant		unconstitutional	
resignation		unexpected	
respect-ed		uniform-ity	
respectful		uninfluential	
respective		uninteresting	
respectively		universal	
responsible-ility		universality	
resurrection		Universalism	
retrospect		universe	
retrospection		university	
retrospective		unprincipled	
retrospectively		unquestionable	
reverend		unsatisfactory	
satisfactory		unselfish-ness	
sensible-ility		unsubstantial	
singular		unsuspected	
something		unsympathetic	
stranger		vegetarian	
stringency		vegetarianism	
subscribe-d		whatever	
subscription		whenever	
substantial		whensoever	
sufficient-cy		whereinsoever	
suspect-ed		wheresoever	
sympathetic		whithersoever	
tabernacle		yesterday	

THE PHONOGRAPHIC ALPHABET.

CONSONANTS.

Names.			Names.		
<i>pee</i>	P	as in rope	<i>ef</i>	F	as in safe
<i>bee</i>	B	„ robe	<i>vee</i>	V	„ save
<i>tee</i>	T	„ fate	<i>ith</i>	TH	„ wreath
<i>dee</i>	D	„ fade	<i>thee</i>	TH	„ wreathe
<i>chay</i>	CH	„ choke	<i>es</i>	S	„ hiss
<i>iyay</i>	J	„ ioke	<i>zee</i>	Z	„ his
<i>kay</i>	K	„ leek	<i>ish</i>	SH	„ vicious
<i>gay</i>	G	„ league	<i>zhce</i>	ZH	„ vision
<i>em</i>	M	„ seem	<i>el</i>	L	(^{up} stroke) as in pall
<i>en</i>	N	„ seen	<i>ar</i>	R	(^{down} stroke) „ air
<i>ing</i>	NG	„ sing	<i>ray</i>	R	(^{up} stroke) „ raise
<i>way</i>	W	„ way	<i>hay</i>	H	(^{down} stroke)
<i>yay</i>	Y	„ yea		H	(^{up} stroke) „ high

VOWELS.

LONG.			SHORT.		
	sign (heavy)			sign (light)	
1 <i>ah</i>	1 <i>aw</i>	1 .	1 <i>ă</i>	1 <i>ö</i>	1 .
2 <i>ā</i>	2 <i>ō</i>	2 .	2 <i>ě</i>	2 <i>ŭ</i>	2 .
3 <i>ē</i>	3 <i>ōō</i>	3 .	3 <i>ĩ</i>	3 <i>öö</i>	3 .
as in	as in	as in	as in	as in	as in
\\ bah,	\\ bay,	\\ bee,	∩ lass,	∩ less,	∩ lisp,
∩ law,	∩ low,	∩ loo.	∩ boss,	∩ bus,	∩ puss

DIPHTHONGS.














































Sign	v	^	z	~	
Sound	ī	ow	oi	ū	
					as in
					pie, bough,
					toy, due.




















































190 TABLE OF SINGLE AND DOUBLE CONSONANTS.

























		L hook.	R hook.	N hook.	F and V hook.	Half Length		
P	↖	pl ↖	pr ↖	pn ↖	pf ↖	pt ↖		
B	↖	bl ↖	br ↖	bn ↖	bf ↖	bd ↖		
T		tl	tr	tn	tf	tt		
D		dl	dr	dn	df	dd		
CH	/	chl /	chr /	chn /	chf /	cht /		
J	/	jl /	jr /	jn /	jf /	jd /		
K	—	kl —	kr —	kn —	kf —	kt —		
G	—	gl —	gr —	gn —	gf —	gd —		
F	↘	fl ↘	fr ↘	fn ↘	...	ft ↘		
V	↘	vl ↘	vr ↘	vn ↘	...	vd ↘		
TH	(thl (thr (thn (...	tht (
TH	(thl (thr (thn (...	thd (
S, Z	o) o)	sn) zn)	st) zd)		
SH	↗	shl ↗ up,down	shr ↗ down,up	shn ↗ down,up	sht ↗		
ZH	↗	zhr ↗	zhn ↗	zhd ↗		
M	(ml (mr (mn (.....	{ mt (
N	(nl (nr (nn (.....	{ md (
NG	(.....	ng ^k r (ngn (.....	{ nt (
L	↗	ln ↗ up,down	{ ld ↗ down		
R	↗ up	rn ↗ up	rf ↗	rt ↗		
R	↘	rn ↘	rt ↘ rd ↘		
W	↗	wn ↗	wf ↗	wt ↗		
Y	↗	yn ↗	yf ↗	yt ↗		
H	↗	hn ↗	hf ↗	ht ↗		
KW	↖	GW	WL	WHL	LR	RR	MP or MB	WH
↖	↖	↖	up	↖	up	↖	down	↖












LIST OF PHRASEOGRAMS.
















































Not including the Phrases indicated in the ordinary type given in preceding pages.

 additional cost	 best of their ability
 additional expense	 best of your ability
 and if you should be	 Dear Sir
 and the contrary	 deliver immediately
 as we can	 Dramatic Society
 as we have	 early consideration
 as we think	 early reply
 as soon as	 enclose-d herewith
 as soon as convenient	 facts of the case
 as well as	 first class
 at any rate	 for some time
 at all events	 for the first time
 at all times	 for the sake of
 at once	 for their sake
 at some time	 from first to last
 at the same time	 from time to time
 at your early convenience	 further consideration
 Bank of New York	 further considered
 before him	 general manager
 before there is	 having regard to
 best class	 Hazell & Co.
 best of my ability	 he is the
 best of our ability	

 how can they	 I hope you will not
 I am	 I may
 I am content	 I may be
 I am directed to state	 I know there is
 I am in receipt of your favor	 I regard
 I am in receipt of your esteemed favor	 I regret
 I am instructed to state	 I say
 I am not	 I see
 I am requested to state	 I shall arrange
 I am sorry	 I shall be compelled
 I am surprised	 I shall be pleased
 I am very sorry	 I thank you
 I ask attention	 I think
 I can	 I think the
 I can assure you	 I think you should be
 I do not <i>or</i> I had not	 I will
 I do not understand	 I will be
 I did not	 if it
 I have	 if it is
 I have arranged	 if you should be
 I have concluded	 in consequence
 I have had	 in regard to
 I have received	 in relation to
 I have the	 in reply
 I have to inform you	 in reply to your esteemed favor
 I hope you will	

 in reply to your favor
 in the first place
 in this city
 in which it is
 it is said
 it is the
 it must be
 it would be
 Jones Publishing Co.
 Journal of Commerce
 just possible
 just received
 Knox & Co.
 last month
 last time
 last week
 less and less
 local authority
 medical authorities
 Monday morning
 more and more
 more or less
 my attention has been called
 National Bank

 next time
 next week
 on the contrary
 party question
 Pennsylvania R.R.
 Pitman's Journal
 please forward
 please inform us
 please let me know
 please let us know
 please make arrangements
 please note
 please quote us
 political party
 referring to your favor
 referring to yours
 respectfully yours
 satisfactory conclusion
 shall be taken into consideration
 shipping department
 side by side
 South Carolina R.R.
 take-n into consideration
 this is

 this week	 with relation to
 to go	 with respect to
 to him	 with the
 to the contrary	 with which
 Tuesday afternoon	 yesterday afternoon
 under the circumstances	 you are not
 United States	 you can
 unsatisfactory conclusion	 you may
 very truly yours	 you may as well
 wagon department	 you may be
 we are in a position	 you may not
 we are sorry	 you must receive
 Wednesday evening	 you should be
 what can be	 you were not
 what do you	 you will
 when the	 you will be
 when they	 you will comply
 what may be	 you will not
 why do you	 your esteemed favor
 why have you	 your favor
 with each	 your reply
 with much	 yours respectfully
 with reference to	 yours truly
 with regard to	

BUSINESS CORRESPONDENCE.

(No. 1.)

Messrs. Kingsley & Sons,
Toronto, Ont.

Dear-Sirs :

We-are-much-obliged for-your-letter of-the 14th inst., with-reference-to-the new machine which-we-have-just placed on-the market. We-are-pleased to know that-you-are so thoroughly satisfied with-it, and-we should-feel still-further obliged if-you would kindly permit us to-reproduce your-letter in-the new advertising booklet we-are-preparing to issue in-the-early autumn. We-have already received permission to incorporate letters from-many of-our clients, and-we confidently anticipate your kind sanction to add yours.

Regarding *your note as-to-the* despatch of-your last-order, *we-have-made inquiries and-find that-the special parts you-mention were undoubtedly packed in-the largest of-the three cases sent to-you on-the 11th inst. We-have-no-doubt that further inquiry at-your end will confirm this-statement.*

With-regard-to your order No. 546, we-hope to-be in a position to despatch the whole of-the pulleys on or before-the 28th inst.

Yours-truly,

[183

(No. 2.)

Messrs. Drake & Swan,
St. Thomas, Ont.

Gentlemen :

We-have-your-favor of-the 20th inst., together with-check for \$78.50, for-which please accept our best-thanks. Formal receipt is-enclosed-here-with along-with advice-note of-the goods which-have gone forward to-day, and-which-we-trust you-will-find satisfactory in-every-way.

Our representative visits your district twice a year, and-will in-future call-upon you, advising you some-time in-advance. Any orders with-which-you-may favor us through-him will-be executed on journey terms, namely, six-months'-account less 5 % discount.

Yours-respectfully,

[100]

(No. 3.)

*Mr. Paul Dootson,
St. Henri, Que.*

Dear-Sir :

With further-reference to-our conversation with you on-the 6th inst., we-have reconsidered the question of-your contract, and-we very-much regret that-we-do-not-see our-way to-renew it on-the conditions at-present in-force. Our calculations show that-we-have lost considerably by-the agreement, so-that-we-are-obliged to-terminate-the same. You-will, therefore, please-take formal notice that under-the-terms named in Clause 5 of-the contract we-shall discontinue the supply of coal to-you, at-the-prices charged under-the contract in-question, on March 25th next, on which date the said contract will expire.

We-shall-be very-pleased to-discuss-the question of a new contract with you on revised terms and conditions, and-if-you-will make-(an)-appointment our Mr. Barnet will-be-glad to-call-upon you.

Respectfully-yours,

[158]

(No. 4.)

*The Ellison Bicycle Store,
Peterboro, Ont.*

Dear-Sirs :

We-have-your-favor of July 31st, enclosing advices of accessories despatched in compliance with our

instructions, and-we-are-much-obliged for-your prompt-attention. With-reference-to your remarks about-the number of inquiries you-receive direct from this district, the matter is easily explained. There-is a belief largely prevalent that by dealing with head-quarters direct buyers save ten or fifteen per-cent. We-propose shortly to issue a circular-letter to-remove this wrong idea, and-we-trust you-will afterwards cease to-be troubled with-these inquiries.

We-have-had two-(or)-three complaints regarding-the finish of-the last consignment of "Climbers." Perhaps you-will look into-(the)-matter, and see if-there-is-any ground for-the complaints?

We-enclose-here-with a further batch of-orders for-the No. 4 "Star Cycles," and-we-shall-be-glad if-you-will-arrange to-deliver these strictly on time, as they-are urgently wanted.

Respectfully-yours,

[170]

(No. 5.)

Mr. William Harrison,
Lindsay, Ont.

Dear-Sir :

We-have-your-favor of-the 20th inst., enclosing-check value \$370.15, in settlement-(of)-account, and for-which-we-thank-you. We-are-sorry that-you do-not consider lot 543 good value, but-we-feel sure we-could-not-have got it at-the-price if-it-had-not-been that-the-majority of-the buyers were overstocked. Similar lots went off easily at higher-rates. We-feel sure, however, that on-the whole we-have executed your commission to-your satisfaction, and-that-you-will entrust us with similar commissions in-the future.

Respectfully-yours,

[106]

(No. 6.)

Mr. Reuben Shaw,
Sydney, N. S.

Dear-Sir :

We-have-carefully-considered the question raised by-our Mr. Johnson, namely, that-we should grant you a discount of 10 % on our account, and-we-regret to say that-we-do-not at-present see our-way to-offer you more-than-the 5 % you now receive. We-may, however, add that should our account with you reach-the sum of \$2,500 a year we-shall-be-pleased to increase-the discount allowed you to 7½ % ; while, if-the-account should reach \$5,000 a year, we should then be-able-to raise the discount to 10 %. We-would remind you that yours is a six-months'-account, and-we-think-you-will-agree that-this-is long-credit.

Respectfully-yours,

[128]

(No. 7.)

Mr. Peter Bennett,
Port Dover, Ont.

Dear-Sir :

Referring to-our conversation here on-the 17th inst., we should-be-glad if-you would kindly sign-the enclosed formal agreement embodying-the terms already verbally agreed to. As you-are aware, we require you to-take up-the duties of-the appointment on-the 1st of July, without fail, and-we-hope to-hear that-you-will-be prepared to-do-so. Please supply us immediately with a list of-your requirements in-the-way-of stationery, etc., so-that-we-may get these in-hand and-have everything ready for-the 1st of July.

Yours-truly,

[106]

(No. 8.)

Mr. Edward Lowther,
Three Rivers, Que.

Dear-Sir :

Your-letter of-March 30th came duly to hand, and-we-thank-you sincerely for-your suggestion, which shall receive our most careful consideration. You-may depend upon-it that-we-shall-not forget you should there-be anything in-your line in-the future. It-is a curious fact that-we frequently receive suggestions for-the-same thing from two or more correspondents at-the-same-time. It-is-so-in-this-case. A fortnight ago a correspondent offered us a scheme practically the same as your-own, and he-is to-submit full details in-the-course-of a few-days. Whether we-shall-do anything with-it or not, we-cannot at-present say. We-will write-you again in a week or so.

Yours-truly,

[136

(No. 9.)

Mr. S. Wilson,
Simcoe, Ont.

Dear-Sir :

We-thank-you for-your-favor of-the 10th inst It-appears to us, however, that-it-would-be much-more to-your advantage to obtain your supplies nearer home, as your orders would-not, in-all-probability, be large enough to warrant the expense of expressage. We-enclose-here-with a list of-dealers who buy in bulk from us, who stock practically all-our leading lines, and who-would very-likely offer-you terms that-would suit you.

Respectfully-yours,

[88

(No. 10.)

Messrs. Hill & Blears,
Liverpool, England.

Gentlemen :

We-thank-you for-your-letter of-the 12th inst., and for-the promptness with-which-you acceded to-our request to act as our representatives on-the Liverpool market. We-agree to-the-terms named in-your-letter, and-have already, as advised by cable, made you a consignment of 550 bales. The cost-price as shown on enclosed Pro-forma Invoice amounts to \$8.70, and-we-trust that your market will improve at-least a few points before-the consignment arrives, to-day's quotations being very discouraging. We-have-drawn on-the Bank-(of)-Liverpool, as authorized by-you, for 80 % of Invoice, viz., £3,950. Bill of Lading and Certificate of Insurance are attached to-draft. We-shall-be-glad if-you-will remit further proceeds by cable transfer. Copies of cablegrams enclosed.

Yours-truly,

[143]

(No. 11.)

Mr. R. Goodman,
Collingwood, Ont.

Dear-Sir :

We-thank-you for-yours of-the 25th inst., with order No. 786, which-has-been mailed to-day. The information you-give with-regard-(to) E. H. is more favorable than the report furnished us by Black's Agency. Please look into-the case very carefully and make some further inquiries as to-his reliability, and advise us if-you think it-would-be safe to-grant the credit desired. We-shall-not forward the goods until we-have-your further letter.

Yours-truly,

[91]

(No. 12.)

Mr. W. Davis,
Regina, Sask.

Dear-Sir :

Referring-to-your-favor of-the 10th inst., we-regret that-the alternative you offer would-not suit our purpose at-all, while-the price you quote for a special lot is much beyond what we-have previously paid. Such a figure would compel us to name a price for our work which-would-give us no hope of obtaining any of-the-large contracts for-which-we desire to compete. If-you-cannot revise your-terms we-must look elsewhere for our requirements.

Yours-respectfully,

[93

(No. 13.)

Messrs. Turner & Smith,
Truro, N. S.

Gentlemen :

Yours of-the 12th inst. to hand this morning. In-face of-the increased rates now ruling in-almost every branch of-the trade, we-assure-you it-is-quite-impossible to-quote former prices to-our customers, and-in raising our quotations we-have-only followed-the example of-every other manufacturer. We-are willing, however, to-make a sacrifice so-as-to enable-you to compete favorably for-the contracts referred to in-your-letter. We-shall, therefore, let you have-the special line as per sample enclosed with our-letter of-the 10th inst. at-the reduced rate of 25 cents per lb., in-not-less-than five-ton lots. Please wire us on receipt of-this letter if-you-agree, as prices are likely to-go up further in a day or-two.

Yours-truly,

[143

(No. 14.)

Messrs. King & Pearce,
London, Ont.

Dear Sirs :

We should-feel extremely-obliged for-your opinion regarding-the general standing, reliability, and solvency of-the person named on-the accompanying slip. This-gentleman has-been a customer of-ours for-years, and-until recently has always met his engagements punctually. Lately, however, we-find it exceedingly difficult to obtain a settlement of-our account with him. We-shall, of-course, regard your information as absolutely confidential, and-we-shall-be-glad to-return-the service, should occasion arise. Thanking you in-advance,

Yours-respectfully,

[95]

(No. 15.)

Messrs. Schuster & Co.,
New York, N.J.

Gentlemen :

As I-have frequently to-make large purchases of dye-stuffs in Germany, and am consequently under-the necessity of remitting considerable sums to-that country, I should like to-find a more advantageous method of doing-so than-the purchase of-drafts from-my local banker, who charges what I-consider an unduly high commission for-the service. Will-you please-inform-me if-you would-be disposed to effect such remittances at-the prevailing market rates? I should forward my check on-my local bank when instructing you to-remit, and-I-am-confident that any-inquiry you-may-make here will prove to-you the perfect safety of-such transactions with me. Trusting to-receive an early-reply,

Yours-respectfully,

[131]

(No. 16.)

*The General-Manager,
Sun-Blind-Co.,-Ltd.,
Brooklyn, N.Y.*

Dear-Sir :

We-are-obliged for-your check in-part payment of-our account up to 30th June last, and-we return-the statement herewith, duly receipted. We also beg-to-enclose-herewith copies of-the invoices which-you have struck out, and-we-shall feel obliged if-you-will kindly forward remittance for-the balance at-your-earliest-convenience, so-that-we-may clear our books. We-regret that-we-cannot allow the contra deductions you have made. These evidently concern our City Branch, and-as their-accounts are quite distinct from ours your invoice should-be-sent to-them direct.

Yours-truly,

[114

ON OBSERVATION.

(From " The Business Life," by W. Gamble.)

One of-the most indispensable faculties in-Business is-that of Observation. It-is indispensable in every occupation. Without-it, a man goes through life contending against great odds. He-is always blundering into difficulties, always up to-the chin in a sea of-troubles, always losing valuable hours and days of-his-life, and wasting money in pursuits which-might be avoided by-the exercise of-this inestimable faculty.

There-are so-many men who go through life with eyes and ears open, yet, so to-speak, neither seeing nor hearing anything. They knock their heads against a pillar or a brick-wall for-want-of necessary observation to teach them where to-expect to-find a pillar or a brick-wall ; and even with-the unpleasant experience which such contact entails they-take such little advantage of Observation that-they blunder into-the-same obstruction the next-day.

An old sea captain who-was asked if-he knew where -the rocks were in a certain harbor, showed his keen sense of Observation when-he replied, " No, sir, but I know where they ain't."

But whilst Observation teaches us what to avoid, it also prompts us to-the achievement of-great things. Genius, Talent, Inventiveness, Knowledge, Experience, are synonymous with Observation.

Consider-the lives of-the great-men of-this or any other age, and-it-will invariably be-found that-their greatness arose from-their possession of-the faculty of Observation ; which led them to conceive some great invention or make some grand discovery. owing to-some simple circumstance which had impressed itself on-their minds, whilst other men would-have left it unnoticed. Sir Isaac Newton saw an apple fall to the ground, as multitudes have-seen apples fall ; but-the fact impressed itself on-his-mind, and led him to evolve the law of-gravitation with-its ceaseless influence over (the) world-of-matter. Watt made his first successful steam-engine through watching the steam issue from a kettle ; and-one of-the greatest improvements in-the-early steam-engine was discovered by a lazy, but observant boy, who-was set to pull a string to actuate a lever, and-found-the work was just as-well accomplished by tying the string to another lever, so-that he-was left free to-go off and-play marbles. These and similar examples, which-might be indefinitely multiplied, are illustrations of-that Observation which usually distinguishes successful people.

Observation is usually and most appropriately associated with seeing. We speak of a clever-man as one " with all-his eyes about-him," or " who goes about-the-world with-his eyes open," and-we-have-heard it remarked of a man that " he keeps his eyes peeled." But it-wants something-more-than mere seeing to-be observant ; the vision must-be mental as-well-as

physical. *The divine proverb says, "The wise man's eyes are in his head," and-we-know what that means. There-are-many men who act as-though-their eyes were in-their-feet, or their elbows; or anywhere, in fact, but where-they ought-to-be. A Russian proverb says, "He goes through-the forest and sees no firewood." The mind must-see as-well-as-the eye; and-the wise-man employs not his vision alone, but all-his powers, so-as-to-make-the most of-his-life. A fool can behold an object; but-that-is all. The act does-not make him wiser or better. He-is a fool; and continues foolish amongst scenes that ought to-lift him to a nobler manhood.*

It-may-be urged that-the faculty of Observation is a natural gift, and so no-doubt it-is; but if-it-is-not born in a man, or if-it-be small and weak in-him, it can be cultivated as other weak powers are cultivated. It-has-been well said that-the habit of sharp discriminating Observation may-be established by perseverance, as other good habits become permanent. Thousands of-men go through-the-world without learning, or even trying to-learn, how some-men succeed, and why others fail. They ascribe Success to "Luck," and Failure to unavoidable "misfortune." Others, a little wiser, set it down to-lack of education; but-this alone is-not-the-cause, for there-are-many-instances of-men of-the most meagre education who-have risen to high positions and-even world-wide fame. Lord Bacon said: "Studies teach not their-own use; but-there-is a wisdom without-them, and above them won by observation.

In-the-workshops of to-day we-want young-men who-will ask themselves why the wheels go round, why one wheel goes faster or slower than-another, why one way of-doing a thing is better-than another, and why the act of-doing one thing brings about a certain result; young-men, in-fact, who-can always see that-there-are

always more ways of-doing a thing, and can decide which-way is best ; also reflecting that if another-way could-be discovered it-might be better still.

We often hear it discussed what technical schools ought to teach. The answer is simple. Let them teach Resourcefulness and Observation, and how to attain these accomplishments.

When young-men step out into-the-world to shift for-themselves, the value of Observation soon makes itself felt ; and-only those really succeed who know how to observe the tendencies of acts ; who-can read and value character properly ; who discern the signs of-the times ; who are equal to-emergencies ; who-can husband resources ; and who know how to-do-the right thing at-the right time and-in-the right place. These qualities only come of cultivating the faculty of Observation. Smart men are only men of keen Observation, who-can take in a situation at a glance, and act quickly on-the impulse of-the moment.

ON OPPORTUNITY.

(From " The Business Life," by W. Gamble.)

" Opportunity is a great thing," so-the old saying goes. True, but-the ability to-grasp opportunities is of-greater importance. Opportunities come to-most of us—we-may-say, indeed, to all of us—but-some people never see an opportunity, while others see but ignore it. Some think they can put it aside to-take advantage of-it at a more favorable time, like-the dog who hides his bone and, also like-the dog, either forgetting it or finding that another has run off with-it.

To-many people an opportunity comes as such a solid and tangible thing that-they knock their heads against it, or fall over-it, yet they only thrust or kick it aside with perhaps a curse at it. Others profess to-be always looking for an opportunity, yet lamenting-the fact that-they never find it, and it never comes to-them. Some

are foolish enough to-believe that-they can buy opportunities, and-stand in-the-market-place jingling their-money in-their-pocket until a sharp-witted rogue sees his opportunity and-takes-it.

There-is yet another-class who-have aptitude enough to see an opportunity, but who only take hold of-it and carry it to a half-way house, when-they begin to-find it-is too heavy for-them. They feel thirsty and-want a drink and a rest ; they leave their opportunity outside, so to-speak, and go in for a chat with some idle neighbor.

So, then, we-come down to-the class—a very, very-small one—who-are quick to-perceive opportunities and make-the-most of-them. These-are-the men who-are-the staple of-the race ; men who-are no dreamers, but understand what they-have to-do and do it thoroughly ; men who study the age they live in, and-more especially the people their success depends upon, skilfully adapting themselves to-(the)-world's greatest needs. They-are-the men who-are proud to say that-they got nothing but what they toiled hard for. Their-success was-not attained by luck. Opportunities came to-them as they come to all men ; but they-had to-be reaped and garnered in by honest toil. And-these-are-the men whom shallow-pated loafers at street corners look on with envy and suggest that “ it-was somebody’s name made him ” ; or it-was only because-he “ happened to-be there at-the-time ” ; or “ it-was so then, but-those good old times are gone now.” Men said similar things of-each-other in-the days of Solomon, and-they-will go on uttering such inanities for all-time. . .

Yet no man has ever found a short cut to-Success any permanent good to-him. There is a broad and straight highway that leads to-success in life ; and-though many think-they can get on to-it some-way up by-means-of a short cut or a bye-path, they generally find in-the end that-they-have to fall in-line with-the procession, and

must-be content to-go with-the tail of-it. As a rule, the man, be he good or bad, who starts off with-the determination to-be rich early in life is-the one most-likely to be disappointed.

Cause-(and)-effect are what a man has to study if-he-would-be successful. Men should-be taught to observe nature and life and to utilize and elevate what they see. Happy inspirations may come ; but-they need labor to-give them-the proper effect. To-succeed in-any enterprise needs great strength of-character and-indomitable industry. Wise-men must watch, alter, or adapt their conduct according-to circumstances.

It-is all-very well to advocate the virtue of Consistency. but it-won't do in-Business ; it-is-rather a sign of weakness to stick to a routine just for-(the)-sake -of being consistent. By-all-means let-us-have consistent honesty and-industry ; but never consistent obstinacy. No firm can flourish long on-the reputation of-its antecedents ; the changing wishes and-wants of-customers have to-be met, and-even anticipated.

The philosophy of-life is to-make-the best of things as-they happen, taking-the good with-the bad, accepting misfortune with complacency, learning lessons from disappointment, and bearing humiliation with-dignity. The man who-can meet his troubles bravely will make-the-most out-of his opportunities. It-is-not all who-can undergo and survive-the scant fare and hard-work necessary to-Success. It-is hard to-fight one's way up and make a fortune out-of nothing by-way-(of) a beginning ; but-that-is-(the)-way the biggest fortunes have-been made. It-is-the discipline and hard experience that successful men have-had to undergo which gives-them the discrimination and tact necessary to decide when to-grasp a great opportunity ; the faculty of knowing how to-do-the right thing at-the right time.

APPENDIX.

ADVANCED SPEED PRACTICE.

1. The student who desires to utilize his knowledge of Shorthand chiefly in the writing of business letters or commercial matter of various kinds has been amply catered for in the preceding pages, and if he has carefully followed the directions and faithfully worked through the exercises provided, he will now, doubtless, find himself fairly well equipped for the ordinary work of Shorthand Amanuensis or Business Correspondent. The following remarks are intended principally for those students who desire to acquire a higher rate of speed in writing than is necessary, as a general rule, for ordinary business purposes.

2. Though it is assumed that the student has by this time acquired the ability to write at a fair rate of speed, it may not be out of place to remind him that he should keep a constant and careful check upon the size and style of the outlines he employs; that he should resist the slightest tendency to "scrawl"; and that he should scrupulously avoid combinations, whether outlines of single words or of phrases, that in any way check the hand or in the least degree affect the legibility of the notes. It does not, of course, follow from this that the same size or style of outlines should or can be recommended to all writers. In this matter a good deal must be left to the individual characteristics of the writer. At the same time, regard must be paid to the experience of the fastest writers during the last seventy years; and this experience goes to prove that the use of abnormally large outlines does not make for speed. Every possible effort, therefore, should be made by the student to reproduce shorthand outlines which do not exceed the size of those given in this book.

3. It is a fact that, as a rule, hesitancy in the writing of shorthand is not merely or so much a matter of slowness of the hand as of a lack of quickness in the mind; that is to say, after a reasonable amount of practice the student is able to write quickly enough any word with the outline of which he is familiar, or the rules governing which he knows thoroughly well. It is when he has to *think* of the outline that he is lost. The conclusions are, of course, obvious: he should first of all have a perfect mastery of the rules of the system, so as to be able to apply them instantly; he should, by regular reading practice, familiarize himself with the shorthand outlines for the majority of common words; and he should supplement this by persistent exercise in writing from dictation. There is a practically unlimited supply of very suitable reading matter in shorthand characters, and it is only necessary here to refer the student to the lists at the end of the present book.

4. It should be remembered, too, that there is quite as much individuality in shorthand writing as in ordinary longhand; from which the student will see how desirable it is that he should be thoroughly familiar with his own style of shorthand notes, and should accustom himself to their peculiarities, in order that he may have no difficulty with the deciphering of his notes, even when they have been written at a high speed.

5. As regards the acquisition of a higher rate of speed, of course the best plan is to practice from actual dictation and on varied matter. Where, however, it is not possible to obtain dictation practice, very considerable progress can be made by practising writing between the lines of a widely spaced book. Increased speed, it will be found, comes almost insensibly as the writer enlarges his knowledge of outlines and becomes perfectly familiar with the commonly recurring words and phrases to be met with in general literature. It is quite possible for a

writer to cultivate a speed of 150 words a minute, using the method just referred to. Any word which occasions difficulty to the writer should be looked up, the correct outline found, and the word written out a number of times until perfect facility in writing it is secured.

6. The student should not be discouraged if at the beginning he finds himself unable to take a verbatim note of a speaker. The ability to do this depends not merely upon fast shorthand writing, but upon the power to concentrate attention upon the subject matter of the discourse as it is delivered, and to overcome the nervousness with which most young writers are troubled at the outset of their reporting practice. The note-taker must necessarily be some words behind the speaker, and until he becomes accustomed to this he is apt to become flurried when the speaker increases the pace, and so to make notes which are in parts almost illegible. This trouble, however, will disappear after a time, and the writer will soon acquire the calmness, self-possession, and confidence necessary to the successful note-taker.

7. It can scarcely be necessary in these days to impress upon the shorthand writer the importance of using a pen for note-taking. Whether from the point of view of ease of writing or of legibility, the pen is undoubtedly and immeasurably superior to the pencil. Most professional reporters use fountain pens; but for ordinary office purposes a medium pointed steel pen and the usual quality of ink will be found to answer very well.

8. As regards the paper used for note-taking, this should not be too highly-glazed. A fine, smooth surface, over which the pen glides easily, is the best. The "Fono" Series Elastic Bound Note-Books that open flat on the desk are in very general use, and can be recommended. The following advice as to turning over the leaves of the note-book has been proved to be excellent in every way:—"While writing on the upper half of the leaf,

introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower half of the page shift the leaf by degrees till it is about half-way up the book, and at a convenient moment, lift up the first finger and thumb, and the leaf will turn over almost of itself. This is the best plan when writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second, and the leaf be shifted up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself." Some shorthand writers prefer to take hold of the bottom left-hand corner of the leaf with the finger and thumb, slightly crease the paper, and on reaching the bottom line lift the page and turn it over. In any case, only one side of the note-book should be used until the end of the book is reached, when it should be turned over and the remaining blank pages used as described.

9. It is sometimes necessary for the shorthand writer to indicate a mishearing, a reference or quotation, etc., in order that he may be guided when making his transcription. The various marks employed in this connection are here described :—

MISHEARINGS, ETC.—When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (×) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (.....) placed *under* the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the longhand letters *n h* (*not heard*) may be written.

ERRORS. — In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus *O* (*nought* or *nothing*). When it is noticed that the speaker has fallen into an error, the mark *X* should be made on the left-hand margin of the note-book.

REFERENCE MARKS. — When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made in the left-hand margin of the note-book to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be indicated by two strokes, thus *//* When the reporter suspends note-taking, but the speaker proceeds, the longhand letters *ℳ s* (*continued speaking*) may be written.

QUOTATIONS, ETC. — Quotations from well-known sources, such as the Bible or Shakspeare, familiar to the reporter, need not be written fully if time presses. It will suffice to write the commencing and concluding words with quotation marks and a long dash between, thus "*The quality of mercy ——— seasons justice.*" A long dash may be used to denote the repetition of certain words by a speaker instead of writing them each time, as in the familiar passage, "*Whatsoever things are true, ——— honest, ——— just,*" etc.

EXAMINATION OF WITNESSES. — In reporting the examination of witnesses in questions and answers, the name of each witness should be written in longhand. The name of the examiner may be written in shorthand before the first question. If the judge, or other person, intervenes with questions during the examination, his name must be written before the first question; it need not be repeated, but care must be taken to write

the name of the original examiner when he resumes his questions. Various methods may be employed for dividing questions from answers, and the answer from the succeeding question, but, whatever plan is employed, it should be one which is absolutely distinctive. When a document is put in, write *document* between large parentheses, thus (L) When a document is put in and read, write (L /)

APPLAUSE, DISSENT, ETC. — The following words, descriptive of the approbation or dissent of an audience, should be enclosed by the reporter within large parentheses : —









































hear, hear, hear, no, no, no, sensation, applause, chair, cheers, laughter, uproar, hisses.











































The adjective, or adjectives, descriptive of the kind of applause must be written after the first word. For example, what would be described as *loud and continued applause* would be written S A L in reporting, for the note-taker would not know that the applause was continued till it had lasted for some time.























10. In sermon reporting the Book or Epistle, the Chapter, and the Verse in quotations from the Bible may be indicated as follows :—Place the figure for the Book or Epistle in the first position ; for the Chapter in the second position ; and for the Verse in the third position, thus, 2 5 1. By this method, the book, chapter, and verse may be written in any order by means of figures only, without danger of ambiguity.






















LAW PHRASES.















































The following lists of commonly recurring law phrases will be found useful to writers who have to deal with legal matter.

 Actual damage	 Central Criminal Court
 affidavit and order	 circumstantial evidence
 articles of agreement	 Circuit Court
 as to the matters	 City Court
 as to these matters	 common jury
 as to those matters	 common law
 Bankruptcy Court	 County Clerk
 before him	 County Court
 before me	 County Treasurer
 being duly sworn	 council for the defense
 beneficial estate	 council for the defendant
 beneficial interest	 council for the plaintiff
 bill of sale	 council for the prisoner
 breach of promise of marriage	 council for the prosecution
 by this action	 Court of Appeals
 by this court	 Court of Bankruptcy
 called for the defendant	 Court of Claims
 called for the plaintiff	 Court of Equity
 called in his own behalf	 Court of General Sessions
	 Court of Justice
	 Court of Record

	Court of Special Sessions		for this action
	criminal jurisprudence		for this court
	cross examination		general term
	deed of settlement		gentlemen of the jury
	deed of trust		goods and chattels
	defendant's testimony		government securities
	direct evidence		grand jury
	direct examination		gross receipts
	District Attorney		Habeas Corpus
	District Court		heirs, executors, administrators, <i>and</i> assigns
	do you mean to say		heirs, executors, administrators <i>or</i> assigns
	documentary evidence		If Your Honor please
	Ecclesiastical Court		in this action
	employer's liability		in this court
	equity of redemption		in witness whereof
	Federal Court		interlocutory decree
	fee simple		international law
	fiduciary capacity		joint stock
	final decree		joint stock company
	for defendant		judicial sale
	for plaintiff		judgment for plaintiff

 judgment for defendant
 justice of the peace
 last will and testament
 learned counsel for the defense
 learned counsel for the defendant
 learned counsel for the plaintiff
 learned counsel for the prisoner
 learned counsel for the prosecution
 learned judge
 legal estate
 letters of administration
 letters patent
 letters testamentary
 life estate
 malice prepense
 manslaughter
 marine insurance
 may it please the court
 may it please Your Honor
 memorandum of agreement
 motion to dismiss
 motion granted

 motion denied
 Municipal Court
 my learned friend
 next of kin
 no, sir
 notary public
 objection sustained
 objected to by plaintiff
 objected to by defendant
 offered in evidence
 official receiver
 of this action
 of this agreement
 of this court
 on the other side of the case
 on the following grounds
 originating summons
 particulars of our claim
 particulars of your claim
 Patent office
 peculiar circumstances of the case

 penal offense	 Supreme Court
 personal estate	 Surrogate's Court
 petit jury	 sworn and examined
 plaintiff's case	 tax deed
 plaintiff's counsel	 that this action
 plaintiff's testimony	 that this court
 plaintiff's witnesses	 testimony of the defendant
 Police Court	 testimony of the plaintiff
 power of attorney	 trust funds
 preliminary injunction	 under the circumstances of the case
 prisoner at the bar	 verdict for the defendant
 quit claim	 verdict for the plaintiff
 real estate	 verdict for the jury
 rebutting testimony	 voluntary conveyance
 re-cross examination	 Ward of the Court
 reversionary interest	 warrant of attorney
 right of way	 what is your business
 special jury	 where do you reside
 special license	 where is your place of business
 state whether or not	 will and testament
 summary proceedings	 without prejudice
 Superior Court	 wrongful possession
	 yes, sir
	 your Honor

LEGAL CORRESPONDENCE.

(No. 1.)

Mr. Edward Richmond,
28 Yonge Street, Toronto.

Dear-Sir :

In-reply-to-your-letter of Dec. 22d, requesting information in-regard-to-the status of-the case of Clara Kyle vs. Joseph Kyle, I-beg-to-inform-you that, pending-the trial for separation, an order of arrest has-been issued, and-the defendant placed in custody under \$500 bail. Application for a writ of habeas-corpus has-been-made to Justice Scott.

Respectfully,

[73]

(No. 2.)

Mr. Matthew Jennings,
Victoria, B. C.

Dear-Sir :

Some-time-ago I addressed a letter to-your-place of business regarding a bill of \$640, which-is due the Elite Printing-Company. My collector informs me that your office at 240 Main Street has-been closed for over a month. In-order-that-you shall-not-be-able-to-claim that-you did-not receive due and seasonable notice, I-have instructed that-this be served on-you personally. I-shall wait three-days before taking legal-proceedings to enforce payment.

Yours-truly,

[93]

(No. 3.)

Mr. Geo. H. Day,
Dominion Square, Montreal.

Dear-Sir :

An account against you for personal services rendered, amounting to \$450, has-been placed in-my hands for collection by Mr. James Fraser. Unless payment

of-this-account is made by Thursday, January 8th, I-shall sue. As-the result of-such a suit would-be an award of costs against you, besides-the amount of-the bill, I-trust you-will-see-the advisability of settling before-the date mentioned.

Respectfully,

[84

(No. 4.)

*Mr. Clarence F. Walker,
Pittsburg, Pa.*

Dear-Sir :

Have-just-received your certificate of incorporation from-the Secretary-of-State. I hasten to transmit it to-you, regretting that, owing to-the fact that-the objects of-your association conflict somewhat with-the insurance law, and also because-the justices of-the Supreme-Court are very busy at-present, I-was-unable to obtain it sooner. As-it-is, papers had to-be re-drafted three times, once owing to-the careless signatures of-the incorporators, and twice on-account of-the reasons stated above.

You-will receive a certificate of incorporation in (a) few-days.

Very-truly-yours, [108

(No. 5.)

*Mr. Robert Jones,
Minneapolis, Minn.*

Dear-Sir :

We-beg-to-inform-you that-we-are owners of United-States letters patent No. 645,432, dated Dec. 6th, 1906, and granted upon-the invention of Arthur Wells for Improvement in Bicycle Pedals. Prior to-the purchase of-this patent, we-had-the question of-its validity passed upon, and-on-the favourable report made to-us we purchased the patent. Other attorneys besides those-who acted for-us have examined the patent and-we-are-in-possession of-their favorable reports or of

copies of-them. Since-we acquired-the title of-the patent, we-have-taken steps to-protect our exclusive right as-to-the invention, and are-now prosecuting suits against infringers.

As you doubtless know, or will-be advised by-your counsel, everyone who manufactures, uses or sells bicycle pedals embodying-the invention of-the Wells patent is an infringer and-is accountable to-us for-his profits as-well-as for our damages by-reason of-loss of-trade.

Recently it-has-been brought to-our attention that-you-are dealing in bicycle pedals which infringe upon this patent. We desire to-give-you this formal notice of-our rights in-the-premises, and to caution you to cease at-once from further infringement upon-the Wells patent. Your failure to cease from infringement will of-course make-you liable.to-us for future damages and-profits, as-well-as for-those-which-have already accrued from-your infringement.

Yours-very-truly,

[254

(No. 6.)

*Mr. J. L. Gibbons,
Halifax, N. S.*

Dear-Sir :

Mr. Clarke informed me that-the jury rendered judgment in-our case on-Thursday last. Now, if-the amount of-the judgment is-not paid, you-will kindly send me a transcript of-the judgment, and-I-can collect the same here.

Permit me to-congratulate you upon-the good work which led to-the successful termination of-this-case.

Awaiting your-reply and-thanking you for past favors, I-remain,

Very-truly-yours,

[82

(No. 7.)

Mr. Henry Morris,
Pittsburg, Pa.

Dear-Sir :

Received *this-day* a notice of appearance *in-your-case* against Mr. Bell. *He*-appears on behalf of Messrs. Candler & Jay, of 48 Broadway, *who-are-*considered *first-rate* specialists in defending slander and libel suits. *The* appearance *in-the* Milton suit is due *not-later-than* Monday *next*, and *I-will-be-able-to-tell-you by-that-time* *who-his* attorneys *will-be in-the* suit. *As-the-cases* now stand *I-will-have* to-employ further-labor *and-time in-this-matter, and-in-view of-this and-the* fact *that-you-are-in* a steady position now, *I-request that-you-make* some payment towards-*the balance of-my* fee, amounting to \$40, some-time *next-week*.

Yours-truly,

[131

(No. 8.)

Mr. Ralph Nelson,
Ottawa, Canada.

Dear-Sir :

I-am-in-receipt-of-your-letter dated Dec. 10th. *The* partnership suit is proceeding *very-slowly* owing to a dispute between Wilson and Yates.

I-am-sorry to note *what you say* about your marriage. *If* retained, *I-will* protect your interests *the best I-can in-the-matter*. *From-the* facts stated, *I-believe-that-you-could* sue for annulment *of-the* marriage *on-the* theory of-fraud.

If-your wife should sue, the court is likely to allow alimony and counsel fee.

Yours-truly,

[94

(No. 9.)

Secretary-of-State,
Capitol, Albany, N.Y.

Dear-Sir :

Enclosed-please-find original and copy of-certificate of incorporation of-the American Automobile-Company, I-have by-this mail sent-the State Treasurer the sum of \$50, being-the statutory tax on-the capital stock of \$60,000. Kindly file the original and please to-return-the copy to-me with your usual endorsements as-to-the full requirements of-the law, so-that I-may file the same in-the County-Clerk's Office. I also enclose my check for \$25 for filing and recording certified copy.

Yours-very-truly, [98

(No. 10.)

Lawrence Coal-Company,
Coal Yards, North River, New York.

Gentlemen :

Mr. Martin Reeves has placed his claim for an injury to his carriage caused by-your truck No. 84 on-the 25th day of-May, 1913, at Chatham Square, New-York City, in-my hands for professional attention.

I personally rode in-the carriage with Mr. Reeves when-the damage was-done, and-there-is-no-question that your driver was in fault and-that-you-are liable.

A prompt settlement will save you time, trouble, and-the expense of a law-suit. Please-let-me hear from-you at-once.

Yours truly, [102

(No. 11.)

Mr. Fred W. Lawrence,
49, Broadway, Brooklyn, N.Y.

Dear-Sir :

The examination of-the-directors of-the Long Island Electric-Company is set for to-morrow, Wednesday, May 6th, 1914, at-the office of Charles A. Townsend, in Long Island City.

I-expect that-it-will-be-necessary for-me to-refer to-the books of-the corporation, and-have-sent to Mr. B. Bartram's office for-them. I-am-informed by Mr. Dodd that-the books are at-your office, and-therefore request you to kindly let the bearer have-them-to-produce on behalf of Mr. B. Bartram at-the examination.

Thanking you in-advance, I-am

Yours-respectfully, [111]

(No. 12.)

Mr. Arthur D. Pindar,

Vancouver, B. C.

Dear-Sir :

My-client, Mr. John Edward Gates, has placed a draft for twenty pounds, on-the London Joint-Stock-Bank Limited, and returned by-them N.G., in-my hands for professional attention. When my representative called at-your office, he-was told that-you-were out-of town.

Unless you call here on or before Thursday next and pay the same, I-will-have to-take further steps in-the-matter and see to-it that-you-are found. Your prompt-attention will save you time, trouble and expense. Please-let-me hear from-you at-once.

Yours-truly, [109]

(No. 13.)

Mr. William Sanders,

Sherbrooke, Que.

Dear-Sir :

A claim has this-day been placed in-my hands against you amounting to-the sum of fifty dollars, which-sum is due my-client, Mr. Robinson, and-unless I receive check for-the above amount, at-my office, above address, on or before-the 15th inst., I-shall-be-compelled to immediately institute legal-proceedings against you for-the recovery of said amount and costs.

Trusting you-will-take-the wiser course of paying

this small amount, thereby avoiding the trouble and expense of unnecessary litigation, I remain,

Yours-truly, [102]

(No. 14.)

Messrs. Arnold Hunt & Co.,

Hamilton, Ont.

Gentlemen :

Word has reached me that your client or an agent of-your client in-the above action has approached the plaintiff with a view towards-the settlement of-the same.

I merely wish to notify you that any-further attempt to settle-the-matter in-my absence will-be effectually frustrated by-me, as such conduct is, to say-the least, uncalled for, inasmuch as I-have-been and shall at-all-times be willing to entertain any proposition of settlement made in good faith. If-you desire to-do-so, kindly communicate with me.

Yours-very-truly, [106]

[(No. 15.)]

Messrs. B. & J. Rollins,

San-Francisco, Cal.

Gentlemen :

I write you on behalf of-my-clients, The Progressive Cycle and Automobile Supply-Company, who-were threatened with suit for damages for injuries sustained by-reason of-certain bicycle forks not braced.

My-clients claim that said forks were supplied by-you, and desire that I obtain from-you in writing a statement to-the effect that-you-will hold them harmless from any kind and-all damages which they-may-be called-upon to pay by-reason of-the defective bicycle forks heretofore supplied by-you.

Immediately upon receipt of-said agreement, they-will send you check in full settlement of-their-account. Please-let-me hear from-you.

Yours-very-truly, [123]

(No. 16.)

Mr. L. S. Wilson,
Oakland, Cal.

Dear-Sir :

I-am in-receipt-of-your-favor of June 7th in-regard-to-the-case of Mannings vs. Williams being set down for trial for June 23d instead-of June 25th, 1914. I would-be greatly obliged-to-you if-it could-be sent down for trial for any other-day than June 25th, because on-that-day it-is-impossible for-me to-be in Court, owing to-the fact that I-have two other matters which-are set down for-the-same day in Special-Term of-the Supreme-Court, King's County.

I therefore enclose you herewith a stipulation setting the case over to any other-day in June after-the 25th. You-may fill in-the date and return one copy of-the stipulation.

Thanking you in-advance, I-am

Yours-truly,

[143]

(No. 17.)

Mr. B. C. Price,
Chatham, Ont.

Dear-Sir :

Referring to-the within claim from Mr. Johnson relative to damage to chest, it-would appear that baggage master George Simpson has no record of-this chest as being in bad order when delivered at-your station. Please interview him on-this-subject and also ask him if-he-can make affidavit that no articles were lost out-of it while in-his-charge. I-presume it-would-be well for-you to see-the party and-have-the chest repaired, but if no articles were lost at-your station, and Simpson says none were lost while in-his-charge, we would-be averse to entertaining any claim for missing articles, the loss of-which may-have occurred after-the chest left our hands.

Yours-very-truly,

[135]

(No. 18.)

Mr. Joseph H. Curtis,
Guelph, Ont.

Dear-Sir :

Mr. Frank Wells has this-day called on-me informing me of-the fact that-you would like to consult me in-regard-to-the-case of Wells against Walsh, and-I-am-very-much interested in-the result of-this-case. I would-be-pleased to-have-you call at-my office any afternoon except Saturday before-the 31st inst., if-this-is-convenient, and-we-can then go over all-the facts relative to-this-case.

Yours-respectfully, [89

(No. 19.)

Mr. G. F. Mills,
New Westminster, B. C.

Dear-Sir :

I return herewith letter received, dated the 18th inst., from Mr. Smith addressed to-you, which-was sent me with yours of-May 19th, and-after taking-the-matter up with our General-Manager I-have written a letter as per copy attached, giving the approval of-this company to-the proposition as desired. You-will-note that-it-will-be-necessary for-the-persons desiring this privilege to-sign one-of-our regular agreements, and-I would-be-glad if-you would arrange to-have-this agreement properly prepared in-the usual way and-after same has-been signed have-it forwarded to-the Real-Estate-Department for execution and record.

Very-truly-yours, [124

(No. 20.)

Mr. B. J. Wright,
741 Broadway, Portland, Oregon,

Dear-Sir :

I wrote you on July 2d last advising you that-the decree in-the Ward Estate matter has-been signed by Surrogate Fitzgerald, and requesting you to-send me

motion papers ordering *the City Chamberlain to-turn over-the balance in-his-hands to-you or-the Administra-trix and-that I would give-the-matter immediate-atten-tion, but have-received no reply. Please send on-the papers and let-us get this-matter fixed up, as you seem to-have-been very anxious to-have-the-matter disposed of when here.*

Yours-truly, [103

(No. 21.)

Mr. Frank L. Mayhew,
Kingston, N.Y.

Dear-Sir :

My-clients, The Manhattan Fixture Company, have-placed a claim secured by chattel mortgage, in-my hands for-attention, for-your failure to pay this month's instalment when due. They claim that-they-have reduced the instalment from \$45 to \$35, on-your express promise that-you would meet the payments promptly.

Unless I-receive settlement of-this month's pay-ment on or before Friday, September 13th, 1914, I-will -place-the mortgage in-the hands of a City Marshall for foreclosure. Your prompt attention will save you considerable time, trouble and expense.

Yours-truly, [103

(No. 22.)

Messrs. Walker & Morris,
Prince Rupert, B. C.

Gentlemen :

Enclosed-please-find two claims of-my-client G. R. Henry, one amounting to \$36.95 and-the-other to \$45.55, for collection. I also enclose a letter sent to-me by-the latter, L. Crane, claiming an allowance for damaged goods. The goods were shipped to-him on August 22d, and as-he claimed some damages, an allowance of \$4 was credited to-him. At-that-time this-was satisfactory to-him, but now that my-client insists on payment, he

claims a further concession, *for-the-purpose-(of)* delay.

Please *give these-matters your-attention, and-after* collecting remit *to-me the* proceeds.

Yours-truly, [113
(No. 23.)

The B. H. Hall Company,
Winnipeg, Man.

Gentlemen :

Your-favor of-March 15th received. *In-answer* will-say *that being careful in* drawing papers, *I-do-not-think* I omitted the fire insurance clause in mortgage executed *by-the* Metropolitan Sign-Company *to-you*. *At-any-rate an inspection of-the mortgage sent to-you* with my-letter of-May 21st will disclose matters.

In-reference-to-the chances of collecting *on-the two* notes *in-my hands, I-beg to-refer to-my-letter of-the* 14th *in-which I-said that Mr. Meyer called here and-*claimed *that-the* company is unable *to-meet its* obligations.

Mr. Martin promised *to-call* here *in a day or two* and-*I-will talk-the-matter over with him.*

Yours-respectfully, [131
(No. 24.)

Mr. Martin Decker,
Yarmouth, N. S.

Dear-Sir :

Your postal of-the 8th inst. received and contents noted. *In-reply I would-say that-the-motion in-your-*case *was-not* argued *on-Monday for-the* reasons *which* I stated *to-you when you-were at-my office on-Saturday* last. *It-was* set down for argument for Monday, August 20th, *when-it-will* positively be disposed of.

I spoke *to-the* lawyer *in-regard-to* a settlement, *but-*we arrived at no definite conclusion. *There-will* positively be no-further adjournments *in-the-matter, and-*it-will-be disposed of *on-the* 20th.

Yours-very-truly, [107

(No. 25.)

Mr. G. D. Moffat,
Richmond, Va.

Dear-Sir :

My-client, Mr. James E. Sheldon, consulted with me in-reference-to some sheds erected in yard and above building, No. 47 East 10th Street, and-informs me that-it-is your intention to tear the same down upon your removal. I-have advised Mr. Sheldon that as-these sheds have-not-been attached to-the realty, they-have become part of-such, and are his absolute property, and cannot-be removed by-the tenants except at-their-own peril. You-will-therefore take-notice that my-client intends to sue should you detach the same from-the realty.

By giving this-matter your-attention, you-will save yourself time, trouble and expense of a law-suit.

Yours-truly, [126]

(No. 26.)

Mr. S. J. Carpenter,
Galt., Ont.

Dear-Sir :

I-find in looking over-my papers this-day that-the first meeting of-the creditors of Samuel J. Conklin, Bankrupt, and-the meeting of-the creditors of Donnalson & Company, Bankrupts, cannot-be held to-morrow as originally agreed upon, but I-have prepared for-the first meeting in-the-matter of John Lowell, Bankrupt, and-the meeting of-the creditors of Lewis J. Monroe, Bankrupt, which-will-be held at-my offices to-morrow at 2 o'clock in-the afternoon.

I-have-not as yet advertised in-the Samuel J. Conklin and-the Donnalson & Company bankruptcies, and-it-will-be-impossible for-me to-have-the meetings in-those-matters before-the 20th or 23d of next-month, which-is-the very-best I-can-do under-the-circumstances.

Yours-very-truly, [141]

(No. 27.)

Messrs. Wilcox & Greene,
Brandon, Man.

Gentlemen :

For-the third-time we-call your-attention to-the fact that-as attorneys for-the Stearns & Eagan Company we-have a claim against you for \$500, which-must-now be paid, or in-the alternative, we-demand that-the " Little Masterpieces " be returned to-us.

The books do-not become your property until fully paid for, and-as you have thus far ignored our courteous requests for-payment, we-demand the immediate payment or return of-our books. If-you continue to show no disposition to settle with-us we-shall-be-obliged to-take legal action to obtain our rights in-the-matter. We-have this-day drawn on-you at-sight. If-the-draft is-not honored at-once we-shall begin action.

Yours-very-truly, [136]

(No. 28.)

The Owl Brewing Company,
New Orleans, La.

Gentlemen :

Your-favor of-the 7th inst. is received in-regard-to a certain cash register and glass case removed from No. 43 East 31st Street which-you claim as your property. In-reply would-say that if-you-can give me proof of-the fact that-the cash register and-the glass case which-were removed from said premises belong to-you or that-you-are entitled to-the possession of-same, I would-be-pleased to see that-they-are returned to-you. If-convenient you-may-have one-of-your representatives call at-my office any afternoon except Saturday with proofs of ownership, etc., and-this-matter will-be properly disposed of without any-further delay.

Hoping same is satisfactory, I-am

Yours-very-truly, [134]

(No. 29.)

Messrs. Campbell & Reay,
Wellington Street, Toronto.

Gentlemen :

A few-days since we wrote you that as attorneys for-the Bennett & Smith-Company we hold a claim against you for \$7.50, and-as-this-is such a small matter we-must insist upon-your payment without further delay. As you well-know, you have-no title to-the books until you have paid all of-the instalments, and-therefore we-must-have either-the books or-the money.

We-trust that-you-will-see-the advisability of settling without-the expense attached to-our usual process for-the recovery of-such-accounts. Our instructions are to push this-matter.

Yours-very-truly, [112

(No. 30.)

Messrs. William Meeker & Co.
Palace Street, Quebec.

Gentlemen :

Enclosed-please-find our standard advertising rule, which-is guaranteed to-be absolutely correct, and which-we-trust may-be of-some use to-you in-your business.

Thinking you, like many other publishers, may-have on-your books a number of subscribers and advertisers who-have made no response to-your-request for settlement, we-beg-to-call-your-attention to-some points of-our business. Our eight years' experience in-this business, confining ourselves strictly to publishers' accounts, together-with-the fact that-we-are-now collecting 90 % of-lists handled by us—collecting during-the year 1906 over \$1,000,000 for publishers—is some evidence of-the fact that-we-can, and do, get-the money. Our terms are commission only on-the amounts collected. Should you desire further information or

particulars regarding our methods, on receipt of-the enclosed postal card our representative will-call on-you.

Awaiting your-favors, we-are

Respectfully-yours, [166

(No. 31.)

Mr. William H. Clarke.

Memphis, Tenn.

Dear-Sir :

I-called at-the Jefferson Market Police-Court yesterday-afternoon very-shortly after-you left, and-I-was informed by-the Magistrate then presiding there that-he gave you time until Tuesday-morning to pay up, and failing this that-he-would issue warrant.

Now I-wish to say that I-expect-you at-my office not-later-than 10.30 o'clock Tuesday-morning, the 3d day of August, and-if-you do-not call at-that-time, I-shall-be-obliged to-take further steps as indicated by-the justice of Jefferson Market Police-Court. If it-had-not-been for-the fact of Mr. John's leniency towards you, he-would-have pressed the charge as-he-was told to-do by-the judge, but he-is too-much of a gentleman to-take such action if-the accused is willing to-make an amicable-arrangement. I-would therefore say that-it-is for-your-own good not to-cause any-further trouble in-the-matter, and-to-call at-my office at-the time named. I-remain

Yours-truly, [185

(No 32.)

Mr. N. M. Lowe,

Stratford, Ont.

Dear-Sir :

I-have looked up-the pleadings in-the above case, and-find that Judge Blanchard vacated the injunction on-the original papers. It-may-be possible to-move for-another injunction on new affidavits, and-I-will let you know as-soon-as I look up decisions in similar cases.

From an inspection of-the affidavits submitted pro

and con, I-am satisfied that if any damages can-be recovered from Mr. Robinson at-all by-reason of-the injunction, they-will be of a limited nature.

Yours-respectfully, [96

(No. 33.)

Mr. William Love,
Ottawa, Can.

Dear-Sir :

Referring-to-your-favor of a few-days-ago in-regard to-the leasing of-land which-we bought from Messrs. Green & Co. several years-ago, we would-say that-we-will rent this property to-you on-the conditions printed in-our regular agreement, copy of-which-is attached for-your information. As, however, you desire some slight change in-this agreement, we-are willing to comply with your suggestions and to-make same by an exchange of-letters to-be attached to-the agreement, but only on-the following condition, namely that on ten days' notice this special agreement may-be terminated and-that-the regular agreement shall then be in full effect. We-shall of-course try to accommodate you as-far-as we-can in-this-matter, and-will if-possible give you ample notice of-the termination of-this lease, but it-must-be understood that if-we-find it necessary to-take-the property for our-own use, that ten days notice is all that-will-be demanded by-you. The rental of-the land is already fixed upon and-is shown in-our regular agreement attached. If-these details are satisfactory to-you will-you kindly acknowledge receipt of-this-letter which together with your-reply will then be-made a part of-the original contract.

Yours-very-truly, [234

(No. 34.)

Mr. G. F. Hayward,
Brockville, Ont.

Dear-Sir :

In-reply-to-yours of Nov. 2d, receipt of-which has

previously been acknowledged, and-in-which-you ask my views, etc., I-beg leave to say that-the fact that no two representatives of-either of-the parties to-the contract in-regard-to-the-leasing of-land have ever been able-to-agree makes-it a subject for constant controversy. Taking-the question as a whole, however, I-think-it -can safely be assumed that-it-was intended to insure our company against the establishment of excessive charges on business over-that part of-the line used as a connecting branch, but I-think-it-should preserve to it all-the-privileges it-has ever had through-the ownership of-the entire line for-its business just the same as-if-the agreement for-the joint use had-not-been made. The clause referred to covers all points in-the local territory together with-the roads named, and it-would appear to-be sufficiently clear, I-think, that-these rates should-be revised from-time-to-time as changes are contemplated. I-can, therefore, reach no other conclusion than that-the position taken in-the-matter is-the correct one. I-am

Yours-very-truly, [218
(No. 35.)

Mr. W. T. Haring,
St.-James Street, Montreal, Que.

Dear-Sir :

I would-be-pleased to-call-upon you and explain how I-have successfully established law departments in-the-places of business of-my-clients, whereby all-their legal matters. local and out-of town collections, receive better attention at a smaller cost than by giving them to a lawyer or a collection agency.

Your legal matters, by-my system. are under your personal control, and managed by-my devoting several hours or more a week at-your place of business. I-will furnish the very-best references if desired, and-will agree to-make no charge unless I-can save you some-money. I-am

Yours-respectfully, [117

(No. 36.)

Mr. D. A. Reed,
Cincinnati, Ohio.

Dear-Sir :

I have recently resigned from-the U.S. Copyright Office after an experience there of-several years.

As you called on-me, whilst there, and consulted me in-regard-to copyright business. I-take-this opportunity to advise you that I-am-prepared to-render services in-all-matters pertaining to-copyright registrations, also as-to legal questions, involving-the validity and infringement of-copyrights.

Yours-very-truly, [76

(No. 37.)

Mr. John Peters,
New Orleans, La.

Dear-Sir :

Your name appears as one of-the creditors of-the Southern Bookstore Company. The Receivers are about to file their first account and make immediate distribution. Please, therefore, send properly proven account to-the Receivers, 210 Main Street, by-return mail. The proof of-claim should-be in-the form usual in bankruptcy cases.

This-notice is sent to all known creditors, whether represented by attorneys or otherwise. If-you-are represented by counsel, please-forward this-notice to-him immediately, so-that-he-may prepare the proofs.

From present-information, the Receivers hope to pay a first dividend of 80 %.

Yours-very-truly, [111

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